Online Recruitment System
User Manual

Rome
RECRUITMENT ONLINE – MADE EASY

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Accessing the System

Requesting Access to the System

In order to access the ROME system a user registration form must be completed, signed off by the requestor's Head of Departments or nominee and returned to the HR Information Office. The form can be accessed from www.ucl.ac.uk/hr/rome

There are various levels of access to the ROME system as follows.

RECRUITER	**INTERVIEWER**	**CHAIR**
Vacancies	**Vacancies**	**Vacancies**
Create vacancies	View vacancies and history	View vacancies and history
Edit vacancies	Deactivate vacancies	Deactivate vacancies
List vacancies	Email vacancies to colleagues	Email vacancies to colleagues
Grant full and partial ownership to vacancies	Add candidate to vacancy	Add candidate to vacancy
Archive vacancies	Deactivate vacancy	Deactivate vacancy
Email vacancies to colleagues	Add/edit scores	Add/edit scores
View vacancies and history	**Candidates**	**Candidates**
Add candidates to vacancies, add/edit scores	View candidates	View candidates
Create vacancy templates	View application summary	View application summary
Deactivate vacancies	Print application in html/PDF formats	Print application in html/PDF formats
Interviews	See history of comments, statuses and progression	See history of comments, statuses and progression
Create new interviews	Move candidate status forward	Bulk status change and print book buttons (forward and backward)
Copy from an existing interview		
Create one from templates		
Format email for interview invites Format email for interview reminder		
Choose self or department schedule		
Create schedules		
Choose interviewers		
Candidates		

Search or filter candidates by name or criteria		
Change statuses (forward and backward)		
Print book access		
History of statuses, comments, progressions		
Access to work permit, CRB check, references, duplicate applications, certificate of sponsorship, start date and right to work check options		

Figure 1.0: User Profiles

Log On Screen

1. Access to the system is via single sign on. Start your Internet browser and enter the following URL: https://static.wcn.co.uk/company/ucl/single_sign_on.html

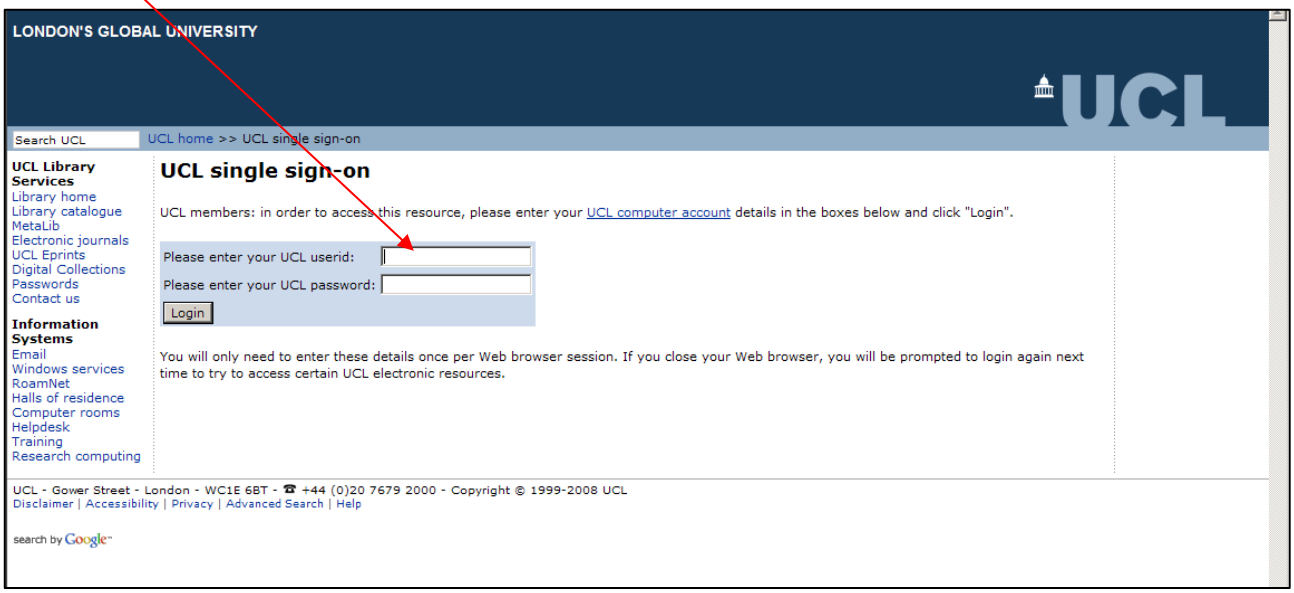

LONDON'S GLOBAL UNIVERSITY
UCL
Search UCL
UCL home >> UCL single sign-on
UCL Library Services
Library home
Library catalogue
MetaLib
Electronic journals
UCL Eprints
Digital Collections
Passwords
Contact us
Information Systems
Email
Windows services
RoamNet
Halls of residence
Computer rooms
Helpdesk
Training
Research computing
UCL single sign-on
UCL members: in order to access this resource, please enter your UCL computer account details in the boxes below and click "Login".
Please enter your UCL userid:
Please enter your UCL password:
Login
You will only need to enter these details once per Web browser session. If you close your Web browser, you will be prompted to login again next time to try to access certain UCL electronic resources.
UCL - Gower Street - London - WC1E 6BT - ☎ +44 (0)20 7679 2000 - Copyright © 1999-2008 UCL
Disclaimer | Accessibility | Privacy | Advanced Search | Help
search by Google

Figure 1.1: System log in

2. Enter your username and password (both are case sensitive).

If you enter your username and password combination incorrectly three times in succession you will be locked out of your account for security reasons.

Please contact the HR Helpdesk on 020 7679 5686 (extension 45686) or you can raise a call by logging your query on HR Systems Helpdesk Webform which will authenticate you, using your UCL username and password, and allow you to enter the details of the issue using pre-defined categories and free text.

Once you have logged on the ROME homepage will appear as follows *(Figure 1.2)*

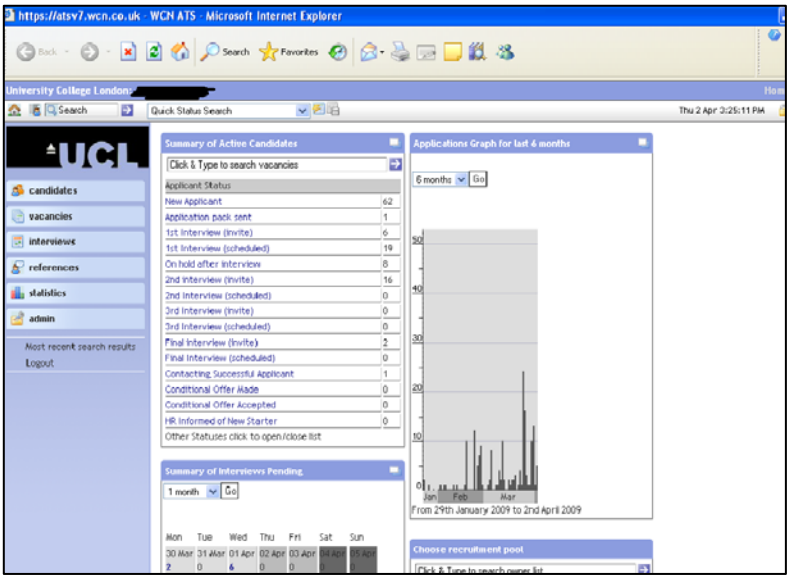


Figure 1.2 : System homepage

Navigating the Homepage

There are features on the home page of the system that assist with navigation. These are detailed below *(Figure 2.1)*

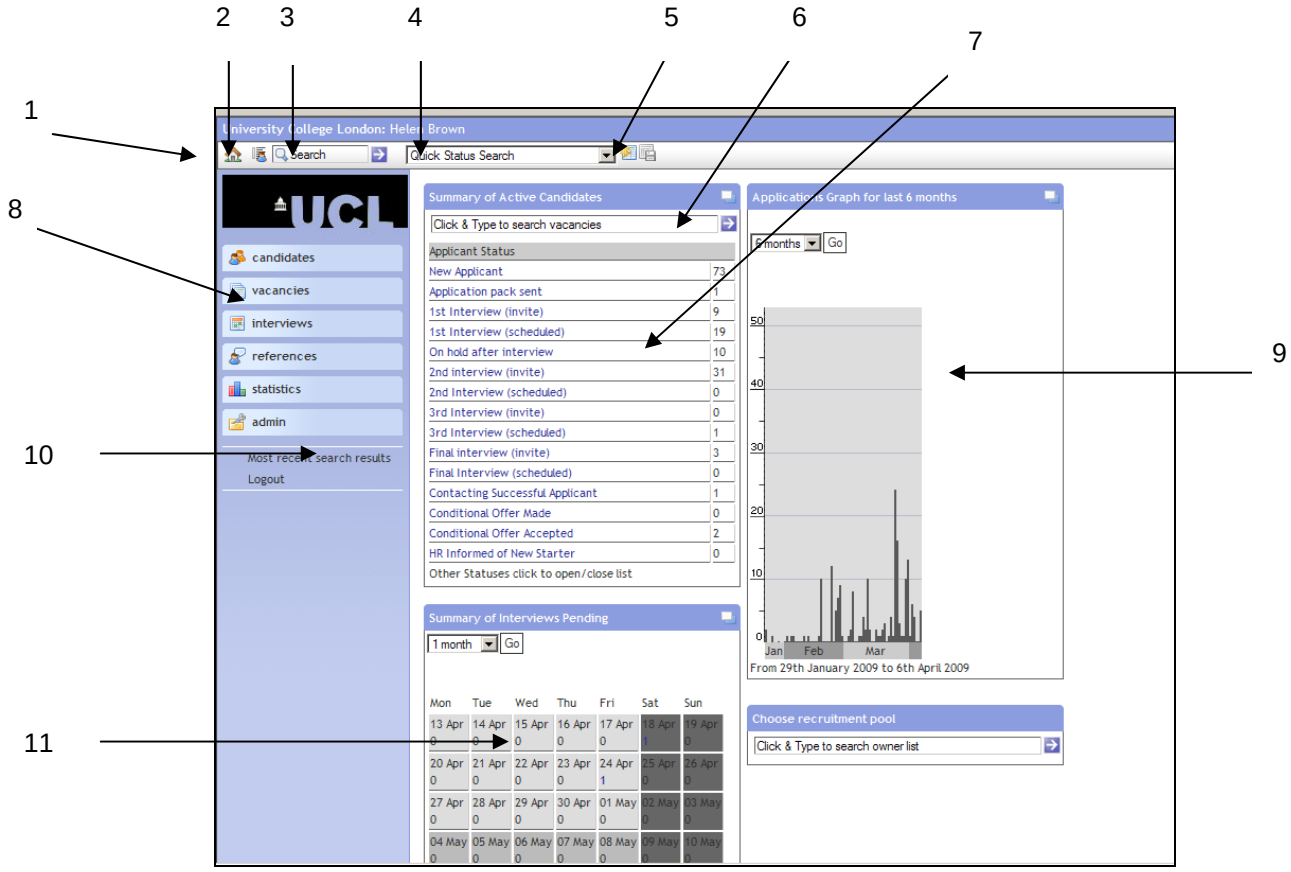


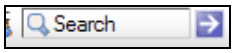
Figure 2.1: System homepage

1. The Home Button

The home button can be click on at any point whilst using the system and you will automatically be returned to the system home page.

2. Recently Viewed Candidates

When this button is clicked, a drop down of recently viewed candidates will populate the screen.

3. Quick Search 

The Quick Search provides a way of searching the system for candidates by their name.

- Click in the search box and the following drop down box with search option will become available *(Figure 2.2)*.

- Enter the surname / first name, email address or registration number of the candidate that is to be searched (eg. Smith, John), select the search that is required *(Figure 2.2)* and click on the arrow ( ) next to the individuals name and this will produce a list of matches *(Figure 2.3)* or a response confirming that there are no matches *(Figure 2.4).*

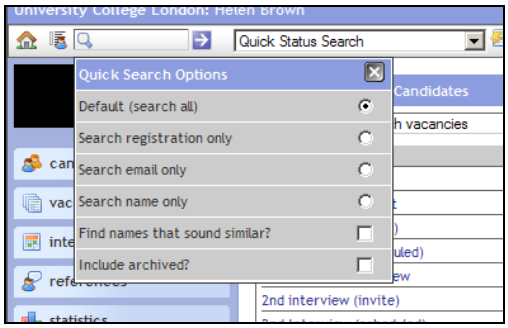


Figure 2.2 : Quick Search : Search options

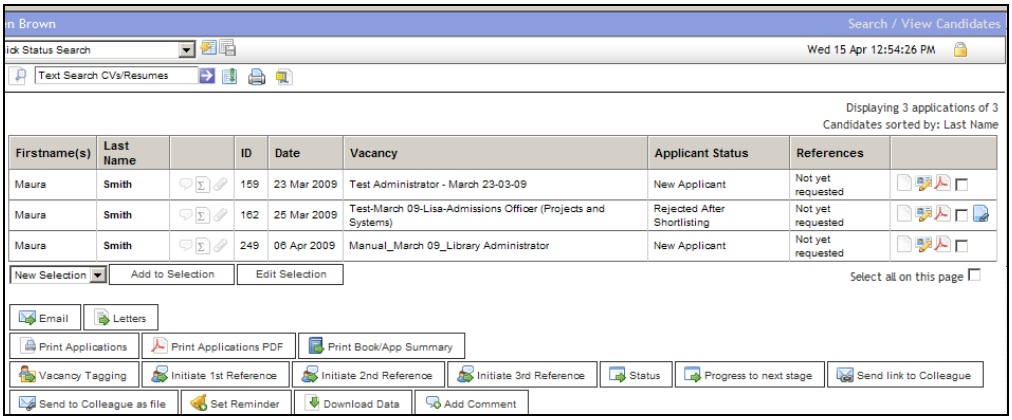


Figure 2.3 : Quick Search : Search Results

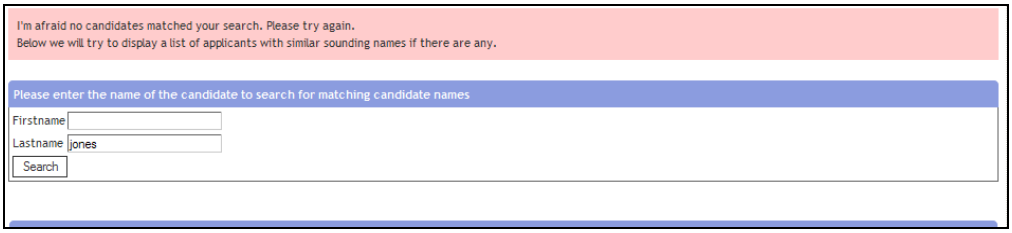

I'm afraid no candidates matched your search. Please try again.
Below we will try to display a list of applicants with similar sounding names if there are any.
Please enter the name of the candidate to search for matching candidate names
Firstname
Lastname jones
Search

Figure 2.4 : Quick Search : No matches to search

Search Options

Default (search all) :
This will search all candidates by name or email address

Search Registration only:
This will search all candidates by their registration number (applicant number).

Search Email only:
This will search all candidates by the email field. A list of matches will appear on the screen to all the correct candidate to be chosen.

Search Name only:
This will search all candidates by the name fields. A list of matches will appear on the screen to all the correct candidate to be chosen.

Find names that sound similar:
By using this, the system will search for any similar names, i.e. where Smith is typed it will display results such a ‘Smythe’ or ‘Smithson’.

Include Archived
This allows the search to be undertaken to include any archived candidates.

Archived records can also be included by clicking on the ‘Include Archived vacancies’ on the top of the search results *(Figure 2.5)*

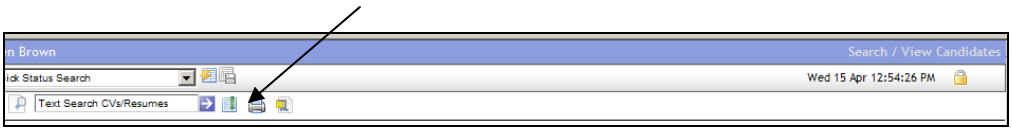


Figure 2.5 : Candidate Search : Archived Records

Columns can also be added to the candidate search results by clicking on the symbol. *(Figure 2.6)*

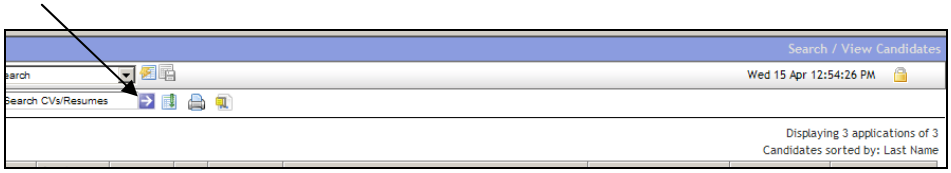


Figure 2.6 : Candidate Search : Add columns

This will produce a list of fields that can be added to the search results *(Figure 2.7).* Select the fields that need to be added and click on submit query. This will added the appropriate columns and data to the search results.

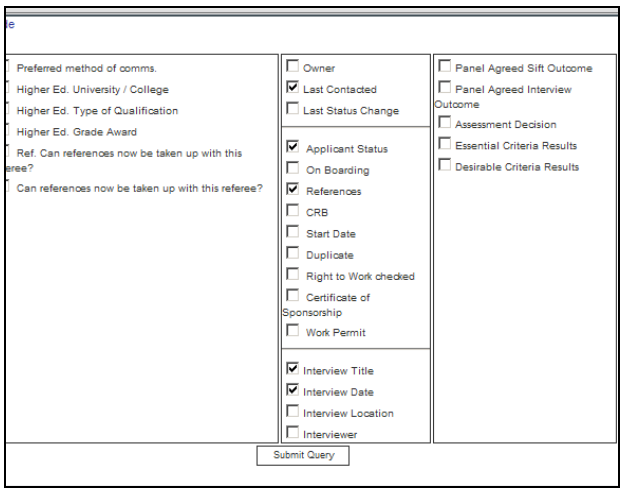
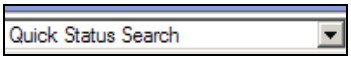


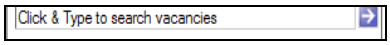
Figure 2.7 : Candidate Search : Add columns

4. *Quick Status Search* 

When the box is click in, a drop down list of the applicant status' will appear. Select the status on which the search is to be conducted and the search will commence.

5. *Switch to Saved Search Criteria*

This allows previously saved searches to be chosen.

6. *Click and Type to Search Vacancies* 

This allows the 'Summary of Active Candidates' to be refined. Click in the box and a drop down list of the vacancies that the user has access to will appear. Select the vacancy for which the summary is required and click on the blue arrow ( ) to execute the query. The details of the candidates at particular status' will update to show the summary for the vacancy chosen.

7. *Summary of Active Candidates*

The summary of active candidates when first opened will display candidates for all vacancies that the user has access to, broken down by the status' of the candidate. Once a particular vacancy has been chosen (point 6 above) this will update to show the candidates per status for the selected vacancy.

The status' on the summary are based on the workflow that has been built in to the system that candidates can progress through as they go through the recruitment process.

To view the candidates within a particular status, click on the status and this will take you to the list of candidates *(Figure 2.8).*

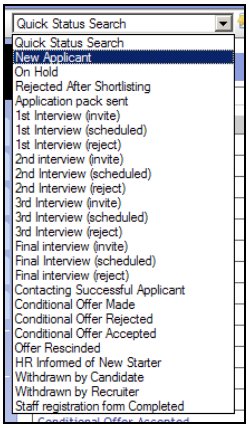


Figure 2.8 : Quick Status Search

For a breakdown of the status workflow, see the 'status workflow' section of the manual.

8. System Menu

This menu provides access to various functionality within the system including:

- Candidates
- Vacancies
- Interviews
- References
- Statistics

A breakdown as to the functionality and sub menus within these categories is explain throughout the manual.

9. Applications Graph

This provide a visual breakdown *(Figure 2.9)* of the volume of applications received. When first visible, this will show all candidates for the vacancies that the user has access to. Once a particular vacancy has been selected (point 6 above), this will change to show the number of applications for a particular vacancy.

At the top of the graph is a drop down list that allows the time period that is shown on the graph to be adjusted from a number of weeks to months.

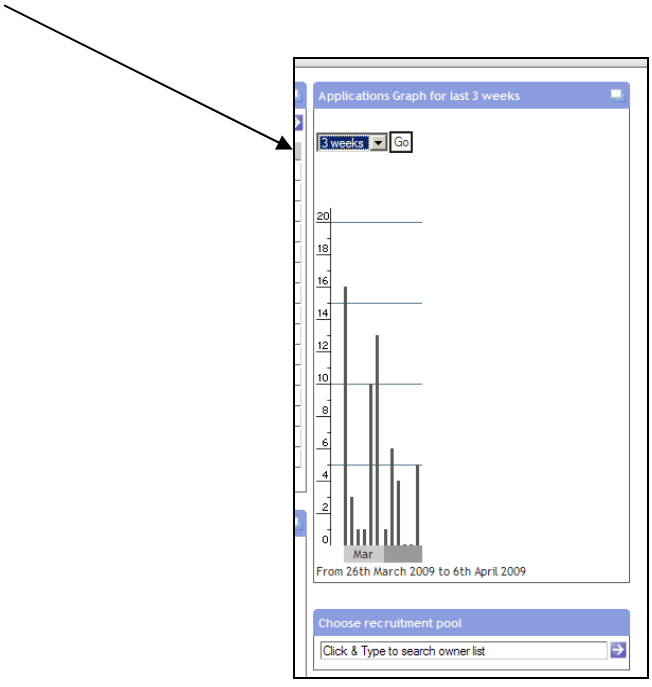


Figure 2.9 : Applications Graph

10. Most Recent Search Results

By clicking on the 'Most Recent Search Results' this will return the most recent search that was undertaken and go through to the candidate history / tracking screen *(Figure 2.10)*

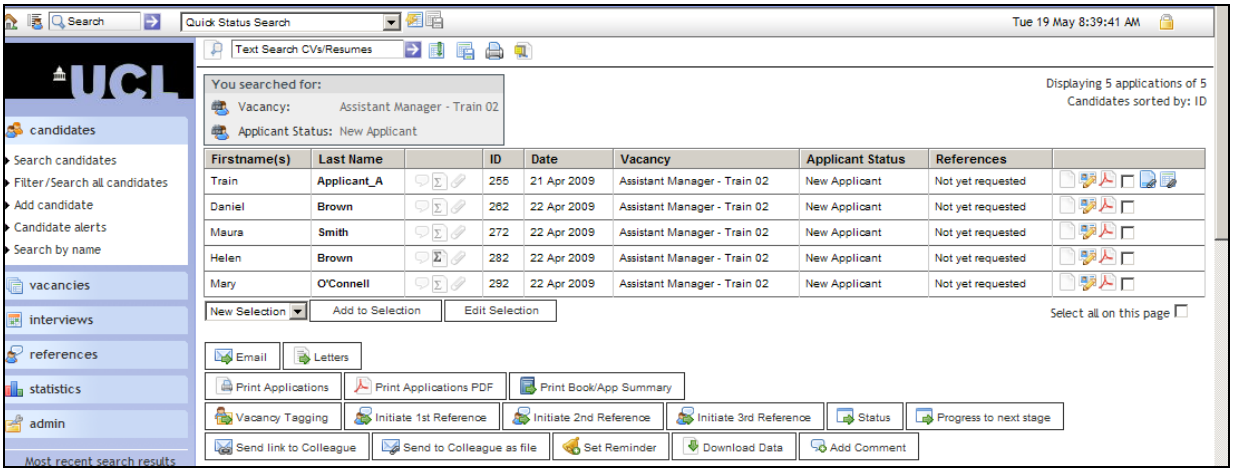

Search
Quick Status Search
Tue 19 May 8:39:41 AM
Text Search CVs/Resumes
UCL
You searched for:
Vacancy: Assistant Manager - Train 02
Applicant Status: New Applicant
Displaying 5 applications of 5
Candidates sorted by: ID
candidates
Search candidates
Filter/Search all candidates
Add candidate
Candidate alerts
Search by name
vacancies
interviews
references
statistics
admin
Most recent search results
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status | References
Train | Applicant_A | 255 | 21 Apr 2009 | Assistant Manager - Train 02 | New Applicant | Not yet requested
Daniel | Brown | 262 | 22 Apr 2009 | Assistant Manager - Train 02 | New Applicant | Not yet requested
Maura | Smith | 272 | 22 Apr 2009 | Assistant Manager - Train 02 | New Applicant | Not yet requested
Helen | Brown | 282 | 22 Apr 2009 | Assistant Manager - Train 02 | New Applicant | Not yet requested
Mary | O'Connell | 292 | 22 Apr 2009 | Assistant Manager - Train 02 | New Applicant | Not yet requested
New Selection
Add to Selection
Edit Selection
Select all on this page
Email
Letters
Print Applications
Print Applications PDF
Print Book/App Summary
Vacancy Tagging
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Send link to Colleague
Send to Colleague as file
Set Reminder
Download Data
Add Comment

Figure 2.10 : Candidate History / Tracking Screen

11. *Summary of Interviews Pending*

This will show a summary of the interviews that the user has been given access to *(Figure 2.11)*. The calendar can be broken down as intervals between 1 week and 1 year by clicking on the drop down list in the top left hand corner and clicking on 'go'.

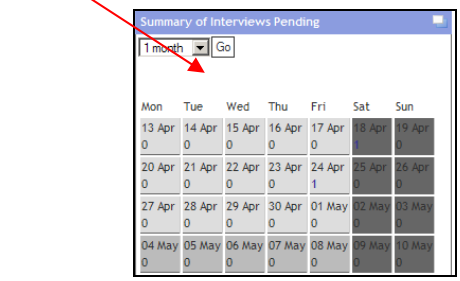

Summary of Interviews Pending
1 month
Go
Mon Tue Wed Thu Fri Sat Sun
13 Apr 14 Apr 15 Apr 16 Apr 17 Apr 18 Apr 19 Apr
20 Apr 21 Apr 22 Apr 23 Apr 24 Apr 25 Apr 26 Apr
27 Apr 28 Apr 29 Apr 30 Apr 01 May 02 May 03 May
04 May 05 May 06 May 07 May 08 May 09 May 10 May

Figure 2.11 : Summary of Interviews Pending

Where there are interviews set up for a particular date, a number will appear on the bottom left hand corner of the date indicating the number of interviews on this day.

By clicking on the number in the bottom right hand corner it will link through to the details of the candidate who has been booked for an interview.

Tips for System Navigation

Internet Browsers

It is recommended that you use Internet Explorer 6 to access ROME as this is supported by WCN, the suppliers of the system.

Use of the Back Button

Due to the ROME system being located on a secure network it is recommended that you do not use the back, forward or refresh page buttons as you manoeuvre around the system as you may be automatically logged out.

System Symbols Explained

The following table *(Table 1.0)* provides a breakdown of the symbols that are used across the system:

Symbol	Description
*	Fields in blue labelled with this symbol are mandatory.
	This symbol identifies that the data in this particular field will be visible to the candidates.
	Help button. A text box appears with information appropriate to that field.
	Paste button available to paste text directly into a field. Alternatively select ‘Ctrl+V’ to paste text into the field.
	The home button take you back to the home page
	Execute a query
	Recently viewed candidates

Table 1.0: Purpose of the symbols in the vacancy template

Vacancies

The menu bar on the left hand side of the screen includes access to *vacancies*. On selecting *vacancies* the following accessible box and fields appear.

- 'Go to vacancy': This box allows the user to search the vacancies listed on the system to which the user has access. On selecting this box vacancies already entered onto the system to which the user has access are displayed *(Figure 3.1).* After selecting the vacancy required the user must click on the button to proceed.

vacancies
New Applicant 69
Application pack sent 1
1st Interview (invite) 6
1093465 - Accounts Assistant - Train 05
1096914 - Administrative Assistant
1093258 - Administrator
1094471 - Assistant Events Organiser
1096418 - Astronaut-2
1096397 - Astronaut
1093492 - Carpenter - Train 07
1094273 - Clara Testing 1 - Studentship Optical Communications
1096376 - Clinical Research Associate (two)
1094581 - Clinical Research Associate
1096030 - Clinical Research Associate
1096154 - Clinical Senior Lecturer and Honorary Consultant at the Centre of Clinical Immunology

Figure 3.1: List of vacancies already entered onto the system accessible through the search box.

- **List vacancies**: This box allows the user to search the vacancies listed on the system to which the user has access under their user profile.

- **My vacancies**: This box allows the user to search the vacancies listed on the system to which the user has been given either 'Full Access' or 'Partial Access'.

- **My Active vacancies**: Current active vacancies falling under the 'My vacancies' banner.

- **My Inactive vacancies**: Current in active vacancies falling under the 'My vacancies' banner.

- **New vacancy**: Selection leads to the templates to be used in creating a New vacancy, see Figure 3.2.

- **List referrals**, **Show Approvals**, **Show Posting Approvals**: These fields are **not to be used.**

Create a New Vacancy

Select *vacancies* from the menu bar located on the left hand side of the screen and then click on the *New Vacancy* field *(Figure 3.2)*.

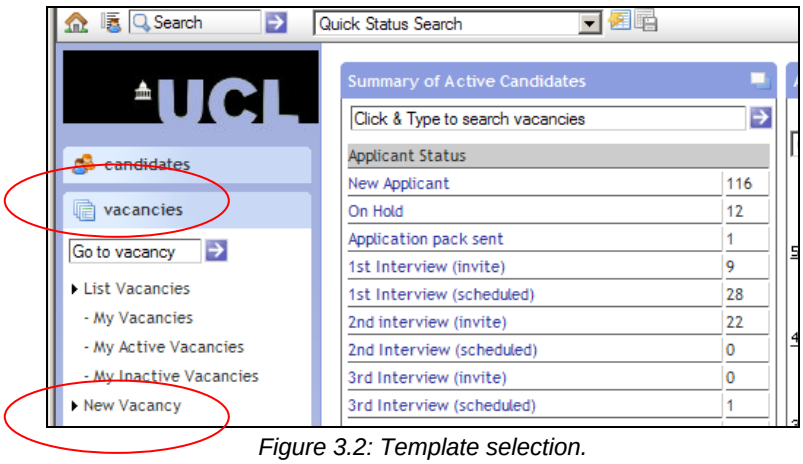


Figure 3.2: Template selection.

Either select the appropriate template from 'select a template' *(Figure 3.3)* or go to 'copy an existing vacancy' to copy an existing vacancy.

Create a New Vacancy from a Template:

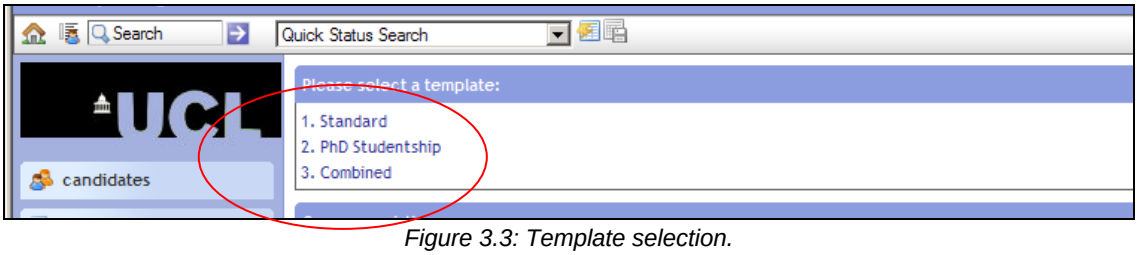


Figure 3.3: Template selection.

Select one of the following 3 templates:

1. Standard

The standard template is to be used for all vacancies except for those that fall within the PhD Studentship or Combined vacancy template *(described below)*

2. PhD Studentship

This template is only to be used for PhD Studentship vacancies.

3. Combined

This template is restricted to vacancies where it is known that an appointment may be made on one of a selection of grades at the time of advertisement.

This template is strictly applicable to vacancies that fall into the following range of grades AND staff categories only:

Grades: 7-8 (e.g. where the appointment could be either a Research Associate or Senior Research Associate), 7-8-9, 8-9, 9-CL9 (e.g. where the appointment could be either a Senior Lecturer or Senior Clinical Lecturer), Professorial-Consultant Clinical Academic.

This template is to be used if a lecturer or senior lecturer is required and the level appointed at will be dependent on the skills and experience of the successful applicant.

Similarly, this template could be used at senior levels if the applicant could be appointed on either a clinical or non clinical basis.

General Tips when Creating a Vacancy

When completing the vacancy template, to save the vacancy and return to this at a later date, ensure that 'Confirm' has been clicked on each of the 4 tabs in the 'create a vacancy' process. The minimum information that needs to be completed are ownership, job title, 'go live' date and closing date and attaching an application form. Once this information has been completed and confirmed and the vacancy has been assigned a reference number, this can be exited and returned to at a later date.

Some questions will produce further questions dependent on the answer. Guidance is provided by selecting the Help Buttons on the template, and also through examples of hyperlinked text, taking the user to relevant information.

Vacancy Template Symbols

Various symbols are visible in the vacancy template. These are: *(Table 1.1)*

Symbol	Description
*	Fields in blue labelled with this symbol are mandatory.
	This symbol identifies that the data in this particular field will be visible to the candidates.
	Help button. A text box appears with information appropriate to that field.
	Paste button is available in the text editor box to paste text directly into a field. Alternatively select 'Ctrl+V' to paste text into the field.

Table 1.1: Vacancy Template Symbols

Create a Vacancy : Standard Template

Enter the information detailed below in to the vacancy template:

Step 1: Owner

The owner (*Figure 3.4)* does not appear on the text of the advert.

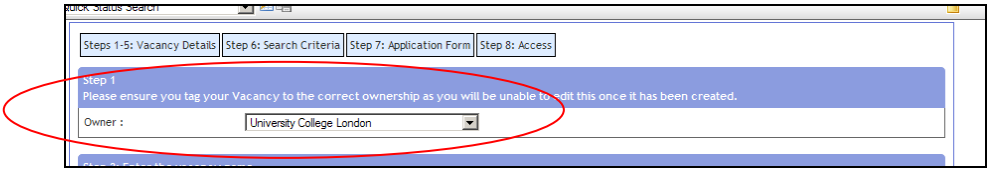

Steps 1-5: Vacancy Details
Step 6: Search Criteria
Step 7: Application Form
Step 8: Access
Step 1
Please ensure you tag your Vacancy to the correct ownership as you will be unable to edit this once it has been created.
Owner :
University College London

Figure 3.4: Creating a vacancy : Owner

The vacancy should always be created in the level of the owner within which it is based. Dependant on where the job is placed this will impact upon the reports that can be produced. Where the ownership is tagged at a lower level this can be walked back up to faculty etc, i.e. if ownership is at a higher level it is not possible to break the reports down as those producing the reports will not know where the vacancy was based.

Example: If the vacancy is located within the 'Human Resources Operations Team' this ownership is to be selected as opposed to either one in the preceding hierarchy 'University College London, 'VP: Administration', 'Human Resources Division' or 'Human Resources Operations and Information'.

Note: Once the ownership has been chosen, it is not possible to edit this field once the vacancy has been created.

See *Appendix A* for an example of the breakdown of the levels of the ownership.

Step 2. Job Title

Enter the vacancy title as it is to appear in the advert *(Figure 3.5)*

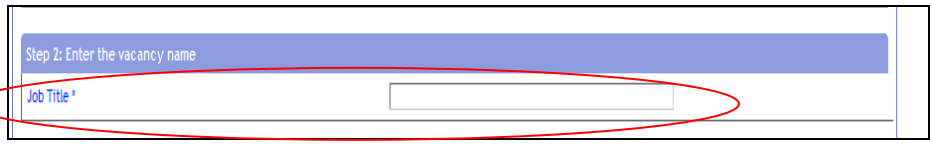


Figure 3.5: Creating a vacancy : Job Title

Please do not quote departmental reference numbers. Once the vacancy is created a unique reference number will be given to the advert. This should be used for any referencing on the advert.

Steps 3 & 4: Enter Vacancy Details

Entries involve free text box input, selection of a radio button or from a drop down list. Where the radio button is marked against 'Please specify' you will need to choose one of the appropriate radio buttons found immediately to the right.

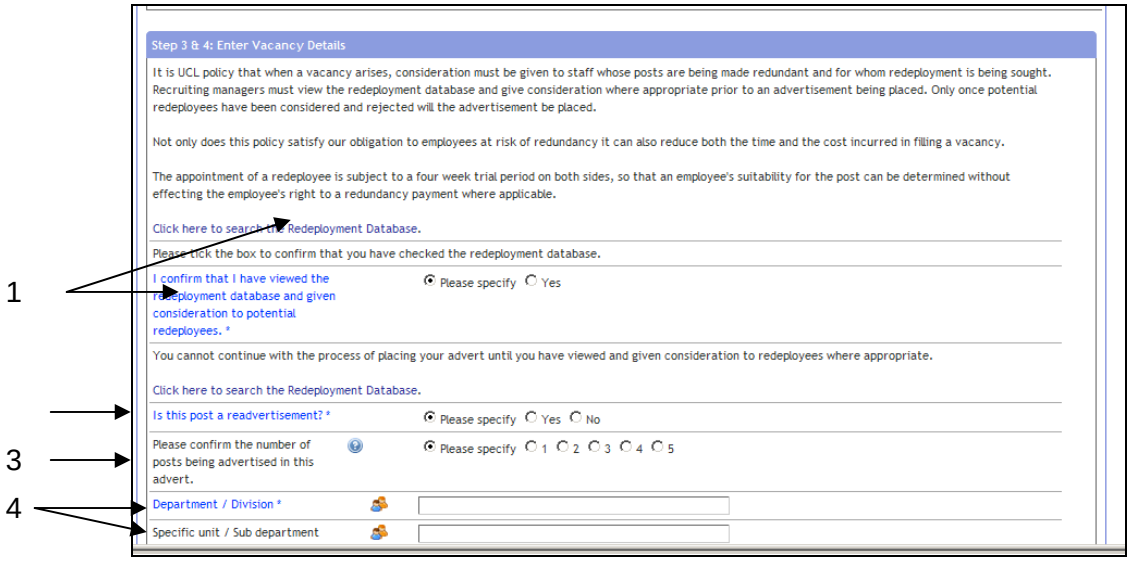

1
3
4
Step 3 & 4: Enter Vacancy Details
It is UCL policy that when a vacancy arises, consideration must be given to staff whose posts are being made redundant and for whom redeployment is being sought. Recruiting managers must view the redeployment database and give consideration where appropriate prior to an advertisement being placed. Only once potential redeployees have been considered and rejected will the advertisement be placed.
Not only does this policy satisfy our obligation to employees at risk of redundancy it can also reduce both the time and the cost incurred in filling a vacancy.
The appointment of a redeployee is subject to a four week trial period on both sides, so that an employee's suitability for the post can be determined without effecting the employee's right to a redundancy payment where applicable.
Click here to search the Redeployment Database.
Please tick the box to confirm that you have checked the redeployment database.
I confirm that I have viewed the redeployment database and given consideration to potential redeployees. *
Please specify Yes
You cannot continue with the process of placing your advert until you have viewed and given consideration to redeployees where appropriate.
Click here to search the Redeployment Database.
Is this post a readvertisement? *
Please specify Yes No
Please confirm the number of posts being advertised in this advert.
Please specify 1 2 3 4 5
Department / Division *
Specific unit / Sub department

Figure 3.6: Creating a Vacancy – Steps 3 & 4

1. Redeployment Database

Prior to any recruitment exercise that the redeployment database must have been checked.

Confirm whether the redeployment database has been checked. A link to the redeployment database is available.

2. Re-advertisement

Confirm whether the vacancy being created is a re-advertisement for a recent recruitment action that was unsuccessful.

3. Number of Posts

Please specify the number of posts that will be recruited to as a result of the recruitment action. Where the roles are identical more than one post can be advertised within a vacancy, however, where the roles are different, each vacancy must be submitted individually.

4. Department / Division / Sub department

Enter the department, division plus, where appropriate, the sub department, that the vacancy will be based in. Ensure that any department, division or sub department is prefixed with 'UCL'

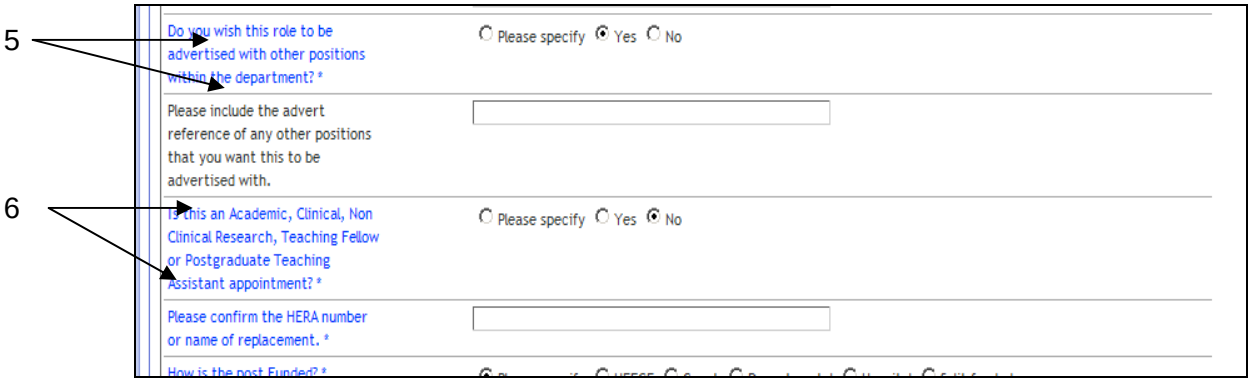

5
6
Do you wish this role to be advertised with other positions within the department? *
Please specify Yes No
Please include the advert reference of any other positions that you want this to be advertised with.
Is this an Academic, Clinical, Non Clinical Research, Teaching Fellow or Postgraduate Teaching Assistant appointment? *
Please specify Yes No
Please confirm the HERA number or name of replacement. *

Figure 3.7: Creating a Vacancy – Steps 3 & 4 continued

5. Advertise with other positions

Indicate here whether the vacancy is to be advertised with other vacancies that are being set up as a composite for the external press. Where 'Yes' is selected, indicate the system generated unique advert reference that the advert is to be placed with.

Please note: a composite advert is only produced for the printed press. To cross reference the adverts, create the first advert without the reference numbers, confirm this advert and the vacancy will be given the status 'Vacancy Incomplete'. Create the second advert, make a note of the reference number and then return to the first vacancy to enter the reference numbers for the remaining adverts.

6. Type of appointment

Indicate whether the appointment is an academic, clinical, non-clinical research, teaching fellow or postgraduate teaching assistant appointment:

If **'No'** is selected confirm either the HERA number for the appointment or the name of the replacement.

Where **'Yes'** is selected, continue to the next field on the vacancy template.

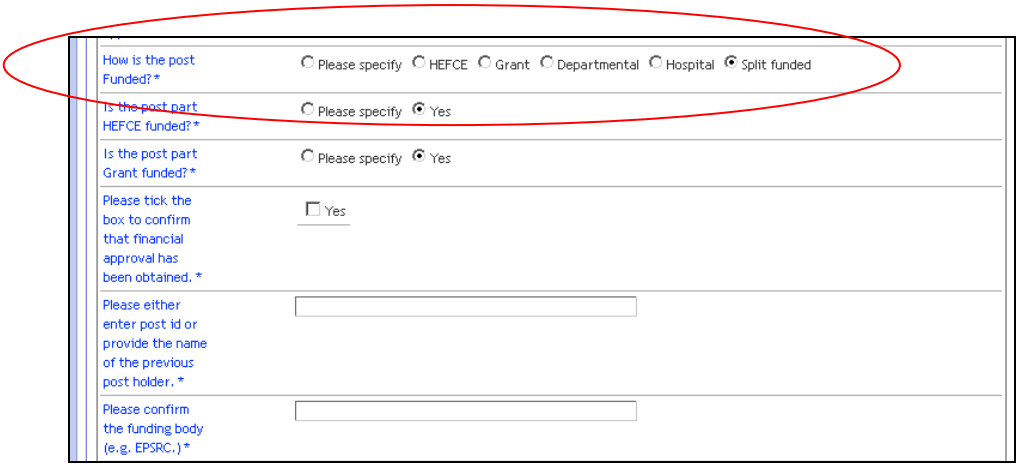

How is the post Funded? *
Please specify HEFCE Grant Departmental Hospital Split funded
Is the post part HEFCE funded? *
Please specify Yes
Is the post part Grant funded? *
Please specify Yes
Please tick the box to confirm that financial approval has been obtained. *
Yes
Please either enter post id or provide the name of the previous post holder. *
Please confirm the funding body (e.g. EPSRC.) *

Figure 3.8: Creating a Vacancy – Post Funding

7. How is the Post Funded?

Confirm whether the post is HEFCE, grant, departmental, hospital or split funded (*Figure 3.8)*

Where **HEFCE funded** is selected two further fields appear (see Figure 3.8) to confirm that financial approval has been obtained for the vacancy and the Post ID or name of the previous post holder.

If the appointment is **Grant funded** a subsequent field appears where the funding body for the post is to be confirmed

If the appointment is **Department or Hospital** funded continue to the cost code field.

If the appointment is **Split funded**, confirm if either part of the funding is either HEFCE or Grant. Where either of these are chosen, the fields described about for HEFCE/Grant funding will appear to be completed.

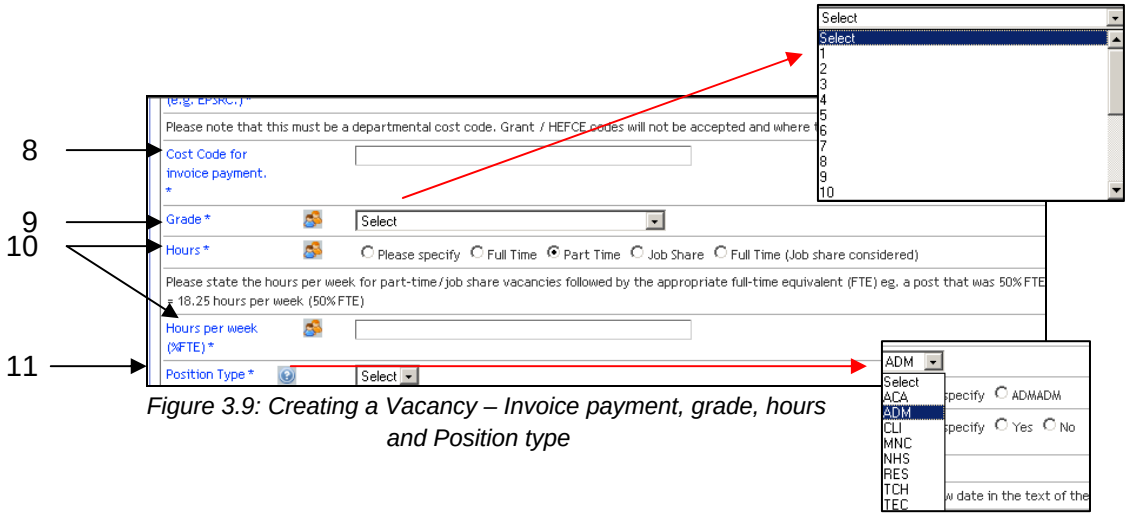


Figure 3.9: Creating a Vacancy – Invoice payment, grade, hours and Position type

8. Cost Code for invoice payment:

Confirm the cost code to which the costs incurred for the placement of the advert are to be charged to.

Please note: this must be a departmental cost code. HEFCE or Grant codes will not be accepted and will be rejected if they are provided. Dependent upon how the post is funded contributions are available to the advertising costs, and further details can be obtained at the A-Z of Policies and Procedures.

9. Grade:

Select the appropriate grade for the vacancy from the drop down menu.

10. Hours:

Confirm if the appointment if full time, part time, job share or full time (job share considered)

If **'Full Time'** or **'Full Time (Job Share considered)** is selected please proceed to the Position Type field.

If either **'Part Time' or 'Job Share'** is selected confirm the number of hours per week and the Full Time Equivalent (FTE)

For example: for a 50% FTE appointment, enter the details as:
'18.25 hours per week (50% FTE)'.

11. Position Type:

These are based on the UCL Staff Categories (http://www.ucl.ac.uk/hr/salary_scales/staff_categories.php).

Select the appropriate staff category for the vacancy and then choose the appropriate sub category from the selection that appears.

12. London based:

Identify whether the appointment is based in London. *(Figure 3.10)*

Where **'yes'** is selected, input the salary range inclusive of London Allowance.

Where **'no'** is selected, input the salary exclusive of London Allowance

Guidance on advertising salaries can be obtained from the A-Z of Policies and Procedures.

The UCL salary scales are available at http://www.ucl.ac.uk/hr/salary_scales/

Pro rata for part time vacancies:
If the vacancy is either Part Time of Full Time (Job share considered) the wording 'Pro-rata for part time vacancies' will appear

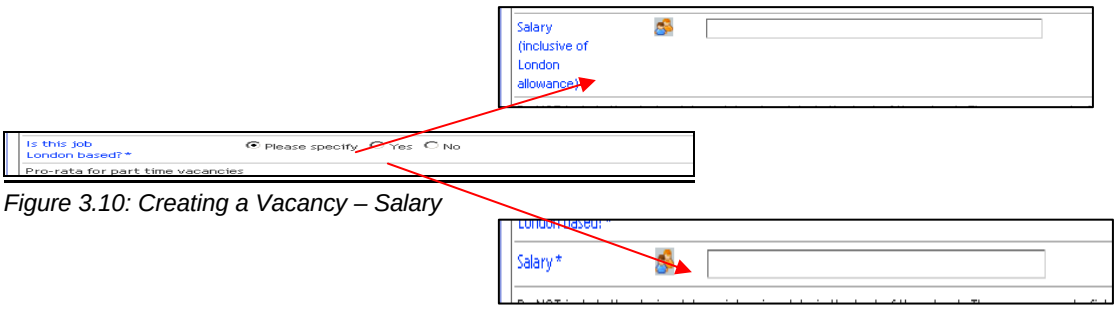


Figure 3.10: Creating a Vacancy – Salary

Duties and Responsibilities, Key Requirements and Further Details:
The 'Duties and Responsibilities', 'Key Requirements' and 'Further Details' will form 3 paragraphs of the advert. Type the text as you would like it to appear in the advert.

13. Duties and Responsibilities

The Duties and Responsibilities *(Figure 3.11)* should be used to include the following information in the text of the advert:

- Background information to the department
- Duration of the post (where appropriate)
- Any details specific to the vacancy
- Outline the duties and responsibilities of the role (based on the job description). Do not cut and paste the job description here.

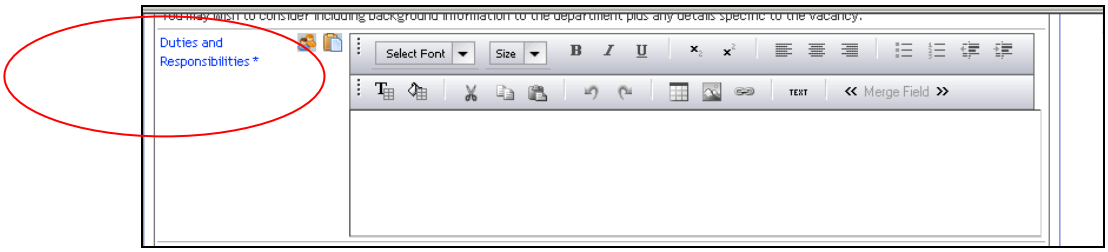

You may wish to consider including background information to the department plus any details specific to the vacancy.
Duties and Responsibilities *
Select Font
Size
Merge Field

Figure 3.11: Creating a Vacancy – Duties and Responsibilities

14. Key Requirements

The 'Key Requirements' *(Figure 3.12)* should be used to include the following in the text of the advert:

- Knowledge (including necessary qualifications)
- Skills and abilities
- Experience
- Aptitudes

These should be drawn from the person specification but the full person specification should not be pasted in here

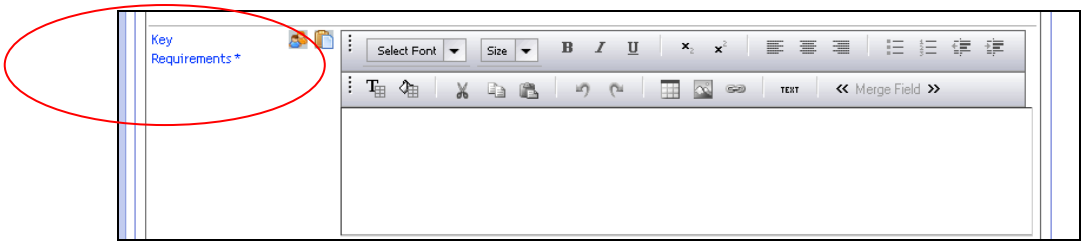


Figure 3.12: Creating a Vacancy – Key Requirements

15. Further Details

The 'Further Details' *(Figure 3.13)* should be used to provide:

- A link to a full set of further particulars and additional information regarding the appointment
- Full contact details including the name and contact details of who to contact for any enquiries regarding the appointment
- Details of how to apply for the appointment – it is recommended that the line:

  To apply for the appointment online go to: www.ucl.ac.uk/hr/jobs

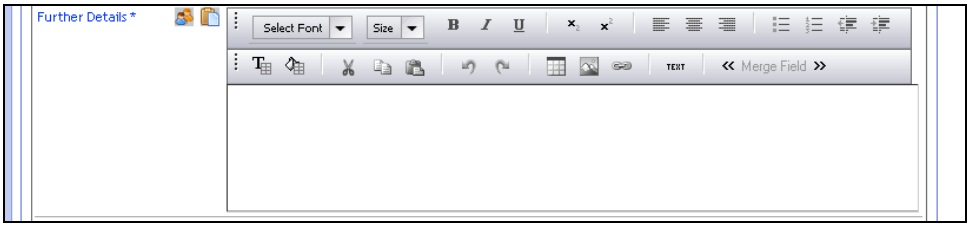


Figure 3.13: Creating a Vacancy – Further Details

16. Contact name:

The contact name *(Figure 3.14)* is the person in charge of the advert placement and with whom Human Resources/Adsfab agency will be corresponding with regarding the advert placement.

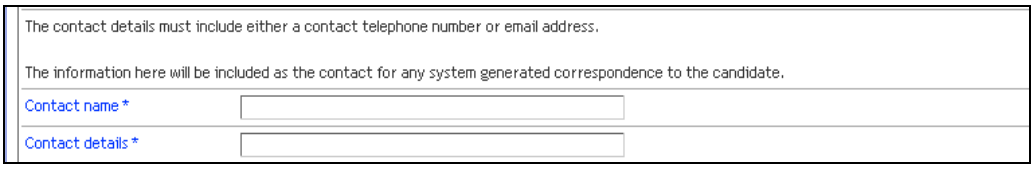

The contact details must include either a contact telephone number or email address.
The information here will be included as the contact for any system generated correspondence to the candidate.
Contact name *
Contact details *

Figure3.14: Creating a Vacancy – Further Details

17. Contact details

This is the preferred method of communication with the named contact. An email address or telephone number should be specified here.

18. Positive Action Statements

Choose the appropriate category *(Figure 3.15)* for this appointment and the statement pertinent to that category will appear on the template and feed through into the advert as well. Guidance on which statement applies to which category can be accessed via the 'Help Button'.

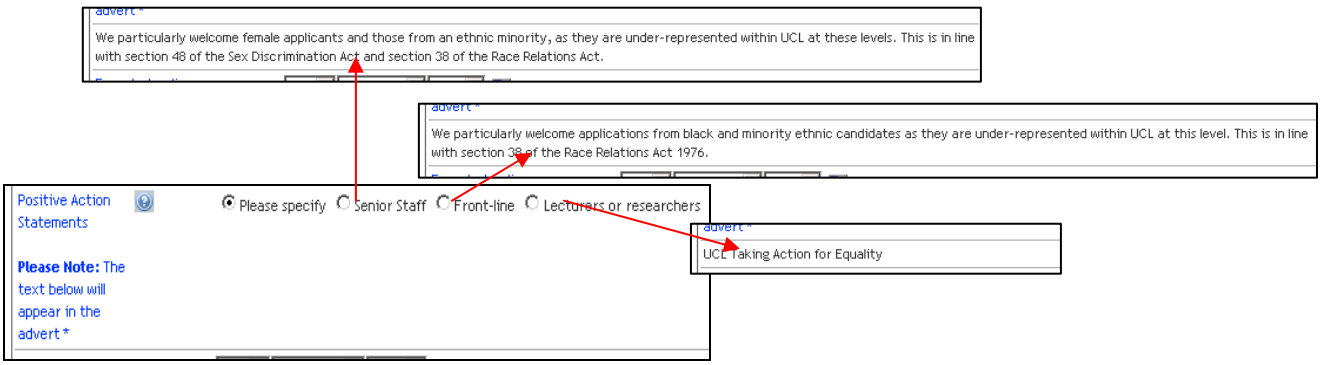

We particularly welcome female applicants and those from an ethnic minority, as they are under-represented within UCL at these levels. This is in line with section 48 of the Sex Discrimination Act and section 38 of the Race Relations Act.
We particularly welcome applications from black and minority ethnic candidates as they are under-represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.
Positive Action Statements
Please specify
Senior Staff
Front-line
Lecturers or researchers
Please Note: The text below will appear in the advert *
UCL Taking Action for Equality

Figure 3.15: Creating a Vacancy – Positive Action Statements

19. Expected go live Date

This is the date on which you want the advert to appear on the UCL website once the advert has been approved and activated by Human Resources. A calendar box is available.

Please note: vacancies can be submitted in advance of the 'Expected go live Date' such that they will automatically go live on the appropriate date (this is subject to approval and activation by Human Resources).

20. Closing Date

Enter the closing date for the advert using the calendar box available.
The vacancy must appear on the UCL website for a minimum of 2 weeks in accordance with Section 7 of the UCL Recruitment and Selection Policy.

21. Latest time for submission:

If required, enter the latest time for the submission of applications.

22. Interview date:

If required, enter either the specific date, range of date or and indication (eg. Week commencing ……..) when the interviews will be held.

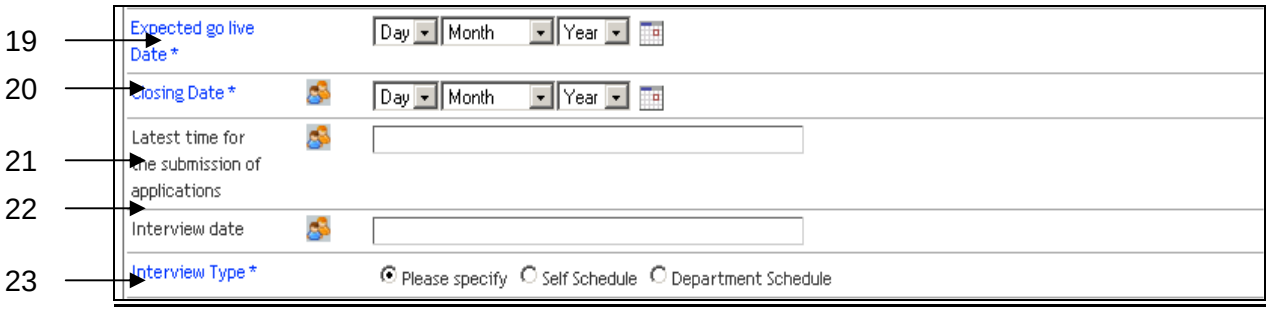


Figure 3.16: Creating a Vacancy – Positive Action Statements

23. Interview Type

This mandatory field determines the correspondence to be sent to shortlisted candidates. It is based upon either the shortlisted candidates being allowed to self schedule the time of their interview on the times/dates specified or whether the department will be controlling the times booked for the interview slots.

24. Advert publishing details:

Identify if the vacancy is to be published on 'jobs.ac.uk' or any other 'External publications'.*(Figure 3.17)* The vacancy will automatically be placed in the 'Job Centre' unless it is indicated in the 'special instructions' that the vacancy is not to appear with the job centre.

Please note: Where a certificate of sponsorship may be required, proof that the advert has appeared with the job centre for a minimum of 2 weeks will be required. If this is not evident the vacancy will need to be re-advertised.

25. Specify publication:

If 'External publication' has been selected above, highlight the publications from the accompanying list and move them using the arrows to the 'selected values' box. *(Figure 3.17)*

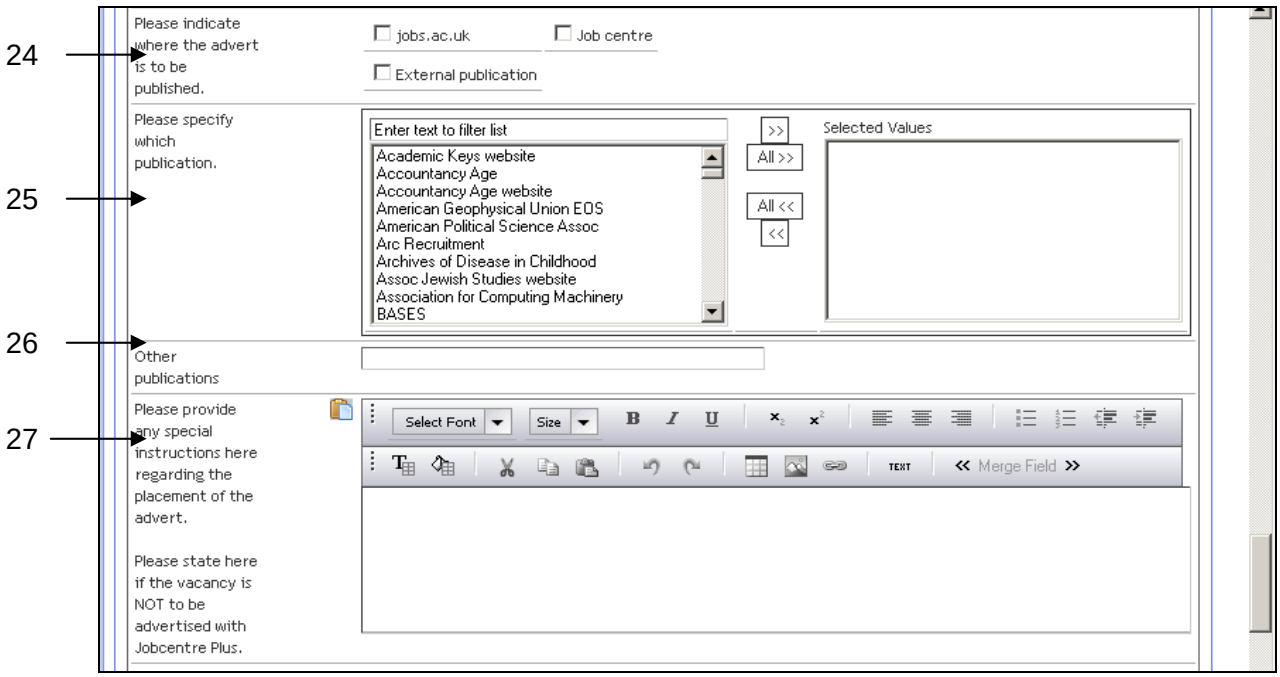


Figure 3.17: Create a vacancy : External publication fields

26. Other publications

Enter details here if the publication required is not given in the publications list. *(Figure 3.17)*

27. Special instructions

Provide any further details *(Figure 3.17)* regarding the placement of the advert in this box. This may include the requested date of external publication. In addition, indicate here if the vacancy is not to be placed in the job centre. Where this is not indicated, vacancies will automatically be sent to the job centre for placement.

Please note: if no specific publication date is identified the next available publication date will be requested.

28. Criminal Records Bureau

Identify if the vacancy requires Criminal reference checks. Further guidance can be sought from the UCL Recruitment and Selection Policy. *(Figure 3.18).* Where **'Yes'** selected the wording 'any offer of employment will be subject to a Criminal Record Bureau check' will populate and be visible on the advert.

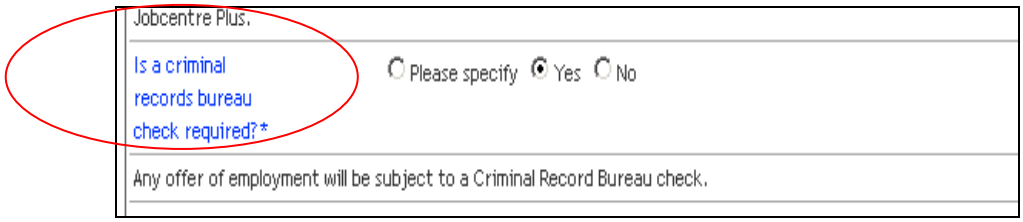

Jobcentre Plus.
Is a criminal records bureau check required?*
Please specify
Yes
No
Any offer of employment will be subject to a Criminal Record Bureau check.

Figure 3.18: Create a vacancy : Criminal Records Bureau check

Essential and Desirable Criteria

Shortlisting and interview decisions must be made against the same set of criteria that is made available to the candidates in the person specification. The information provided in these fields will carry forward in to the online shortlisting forms that become available.

A full copy of the job description and person specification can be uploaded as additional documents that are visible to candidates plus links can be included as part of the duties and responsibilities.

Essential Criteria

Select the number of essential criteria *(Figure 3.19)* from the drop down list that the shortlisting will be based on. These criteria are to be cut and pasted across for the original person specification – one item per essential criteria box.

A minimum of 5 criteria must be entered, up to a maximum of 25 essential criteria are to be entered.

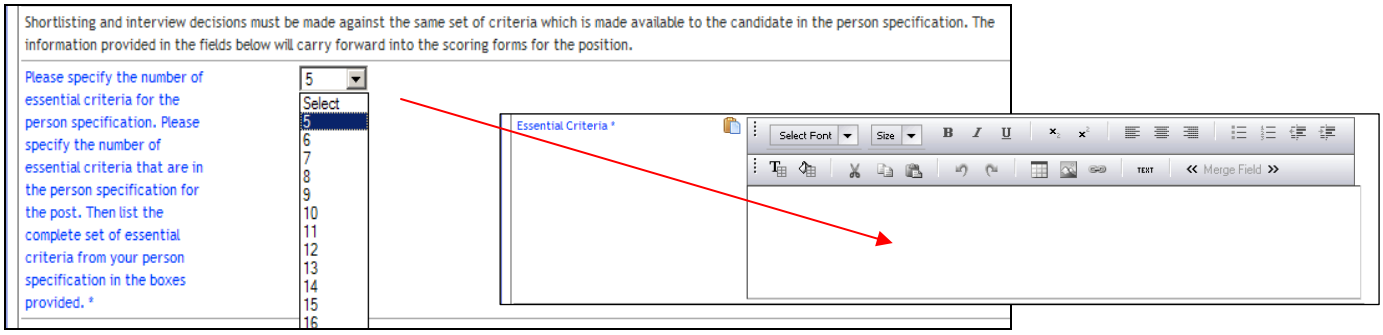

Shortlisting and interview decisions must be made against the same set of criteria which is made available to the candidate in the person specification. The information provided in the fields below will carry forward into the scoring forms for the position.
Please specify the number of essential criteria for the person specification. Please specify the number of essential criteria that are in the person specification for the post. Then list the complete set of essential criteria from your person specification in the boxes provided. *
5
Select
5
6
7
8
9
10
11
12
13
14
15
16
Essential Criteria *
Select Font
Size
Merge Field

Figure 3.19: Create a vacancy : Essential Criteria

Desirable Criteria

Select the number of desirable criteria *(Figure 3.20)* up to a maximum of 10 and cut and paste across the desirable criteria from the person specification that the shortlisting is to be based on.

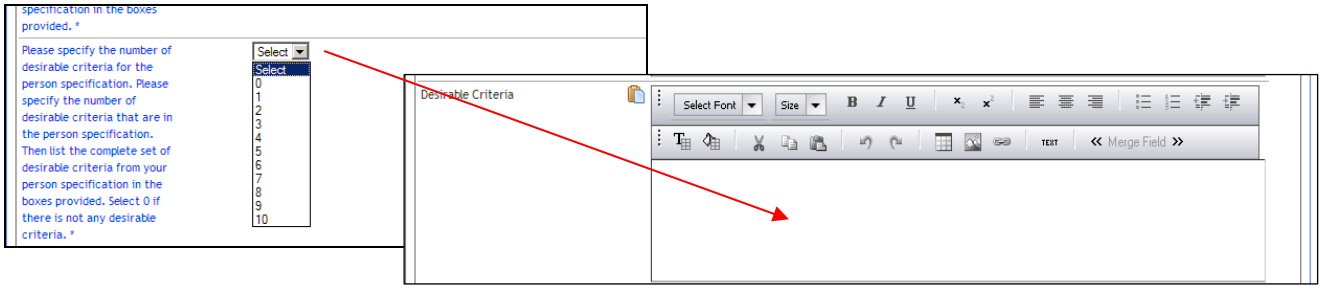

specification in the boxes provided. *
Please specify the number of desirable criteria for the person specification. Please specify the number of desirable criteria that are in the person specification. Then list the complete set of desirable criteria from your person specification in the boxes provided. Select 0 if there is not any desirable criteria. *
Select
Select
0
1
2
3
4
5
6
7
8
9
10
Desirable Criteria
Select Font
Size
Merge Field

Figure 3.20: Create a vacancy : Desirable Criteria

Step 5: Confirm:

Once all the details have been completed on this page, click on confirm *(Figure 3.21)* to proceed to step 6 in the create a vacancy process

Figure 3.21: Create a vacancy : Confirm and proceed to Step 6

Step 6: Search Criteria

The search criteria *(Figure 3.22)* allows departments to identify the search parameters upon which the vacancy will become visible to applicants searching the vacancy pages *(Figure 3.23)*

The 2 search criteria that can be defined are:

- Salary Range
- Job Type

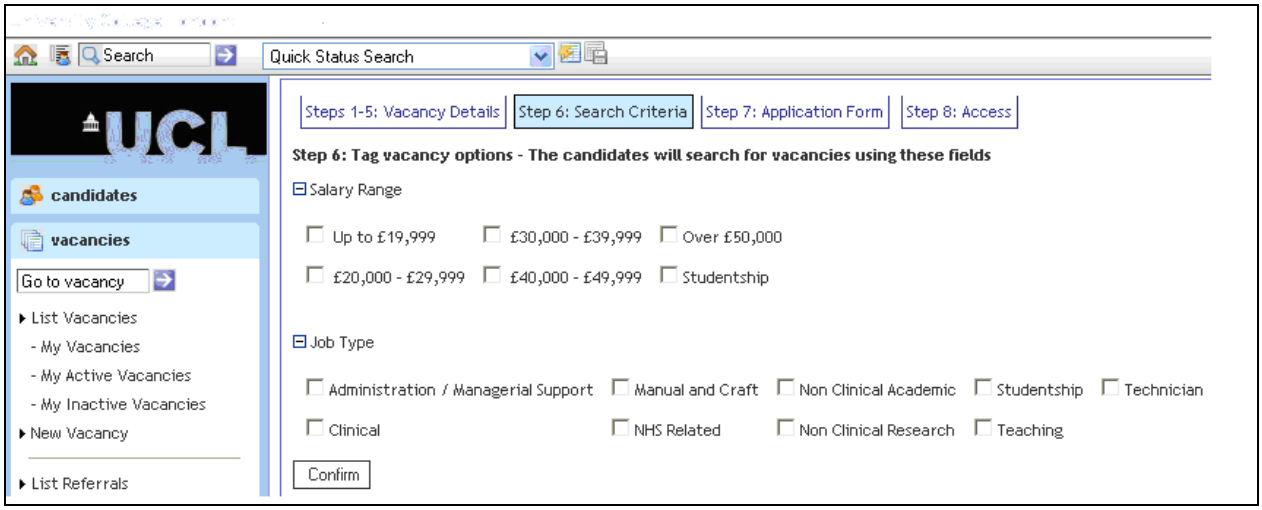


Figure 3.22 : Creating a vacancy : Selecting the search criteria

It is advisable to complete these search criteria. Where no search criteria is entered the applicants will only become aware of the vacancy where the search parameters are left as 'any'. *(Figure 3.23)*

Salary Range

Select the salary ranges that are closest the salary being offered for the vacancy. More than one search criteria can be ticked.

Job Type

Select the job type that most closely reflects the vacancy being advertised. More than one search criteria can be ticked.

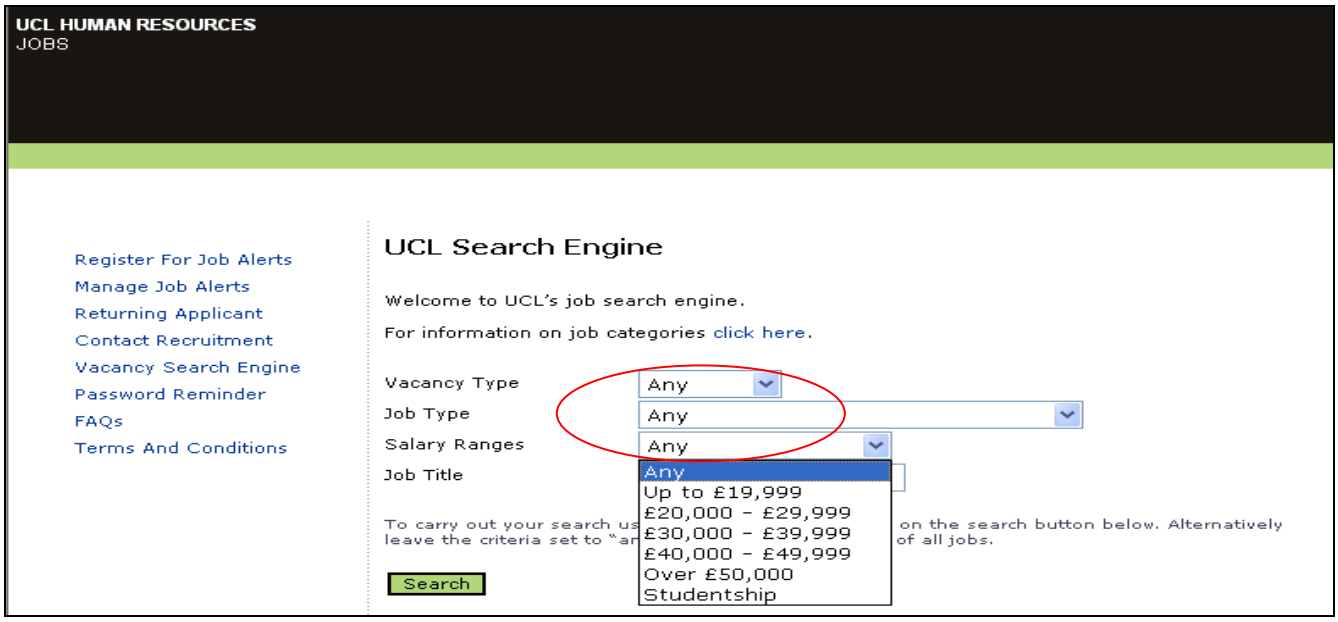


Figure 3.23: Creating a vacancy : Search Criteria

Step 7: Application Form

Select the appropriate application form that is to be completed by applicants. There are 3 application forms to choose from as follows:

- **UCL Application Form**

  This is the standard application form to be used for all vacancies except for the types listed below.

- **Academic and Research**

  This can be used only for Non clinical Academic and Research vacancies.
  This application form requests the following information:

  - Personal details
  - Current / previous employer
  - Upload a CV
  - Upload supporting documentation
  - Personal information
  - Equal Opportunities

  This application is a shorter version of the standard UCL application form in which candidates are asked to upload a CV and any other supporting documentation (e.g. publication list). The applicants are required to provide equal opportunities information for reporting purposes.

- **Clinical Application Form**

  This is to be used for vacancies for which an appointment is to be made on one of the Clinical Academic scales.

  - Personal details
  - Current / previous employer
  - Upload a CV
  - Upload supporting documentation
  - Personal information
  - Confirmation of clinical status
  - Equal Opportunities

Step 8: Access to vacancy

Access to a vacancy is on a vacancy by vacancy basis. Where a panel member is set up as an interviewer for a particular vacancy, their level of system access is still governed by their profile to the system. Therefore, where an individual has system access as a departmental user, even where they are set up as an interviewer, they will see the same information for this vacancy as they would for one that they are administering as a departmental user.

This section identifies which users have access to the vacancy, and allows for multiple users to be set up with the 'Interviewer' role for a particular vacancy *(Figure 3.24)*. A single 'Chair' must be chosen.

Select the users by entering the surname first into the search boxes and select the appropriate individual from the list that will appear. Where more than one name is being entered, after the first name put a semi-colon and then start typing the second name without any spaces.

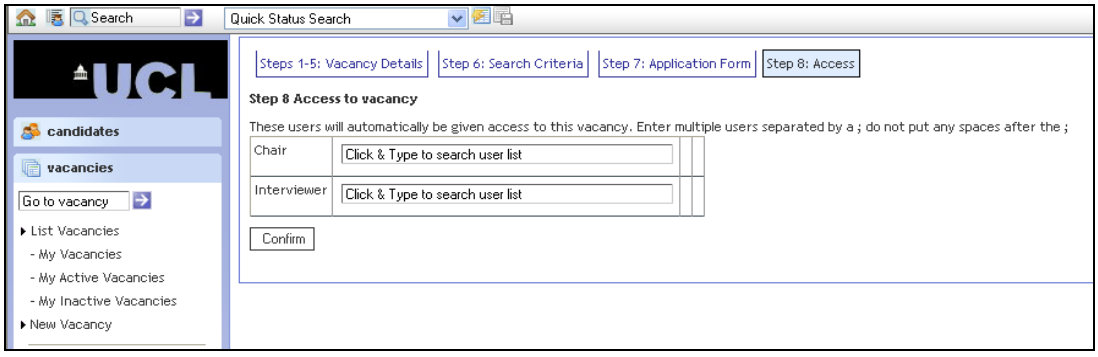

Search
Quick Status Search
UCL
candidates
vacancies
Go to vacancy
List Vacancies
- My Vacancies
- My Active Vacancies
- My Inactive Vacancies
New Vacancy
Steps 1-5: Vacancy Details
Step 6: Search Criteria
Step 7: Application Form
Step 8: Access
Step 8 Access to vacancy
These users will automatically be given access to this vacancy. Enter multiple users separated by a ; do not put any spaces after the ;
Chair
Click & Type to search user list
Interviewer
Click & Type to search user list
Confirm

Figure 3.24: Create a vacancy : Setting up access to a vacancy

Once the users have been set up, click 'Confirm' to complete the vacancy data entry. The vacancy summary screen will populate and include the unique reference number for the advert.

Completion of Vacancy Details

Once the vacancy details have been completed, the vacancy summary screen will appear *(Figure 3.25)* and will confirm the status of the vacancy template as either:

- Awaiting approval / activation
- Vacancy details incomplete

The vacancy will not be processed by Human Resources until it has been assigned the status of 'Awaiting approval / activation'. *(Figure 3.25)*

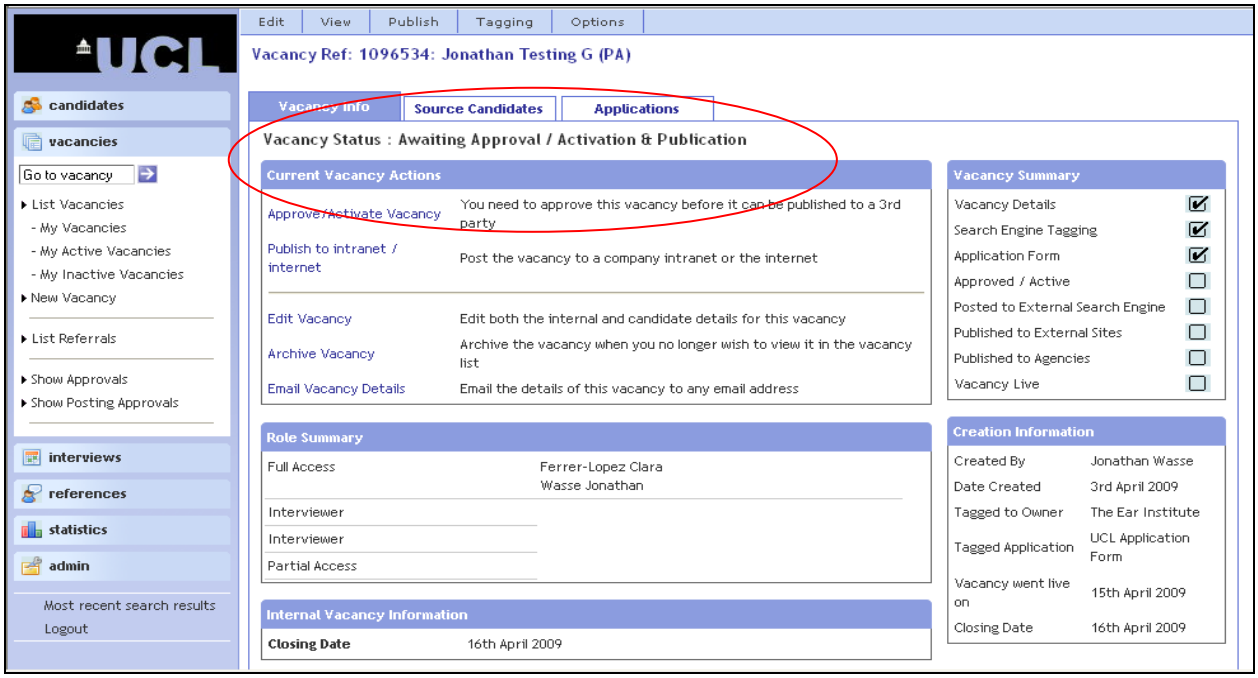


Figure 3.25: Creating a Vacancy : Vacancy summary screen

Incomplete Vacancy Data submission

Where the vacancy details are incomplete, the 'Vacancy Details' box in the 'Vacancy Summary' section of the screen is not ticked. *(Figure 3.26)*

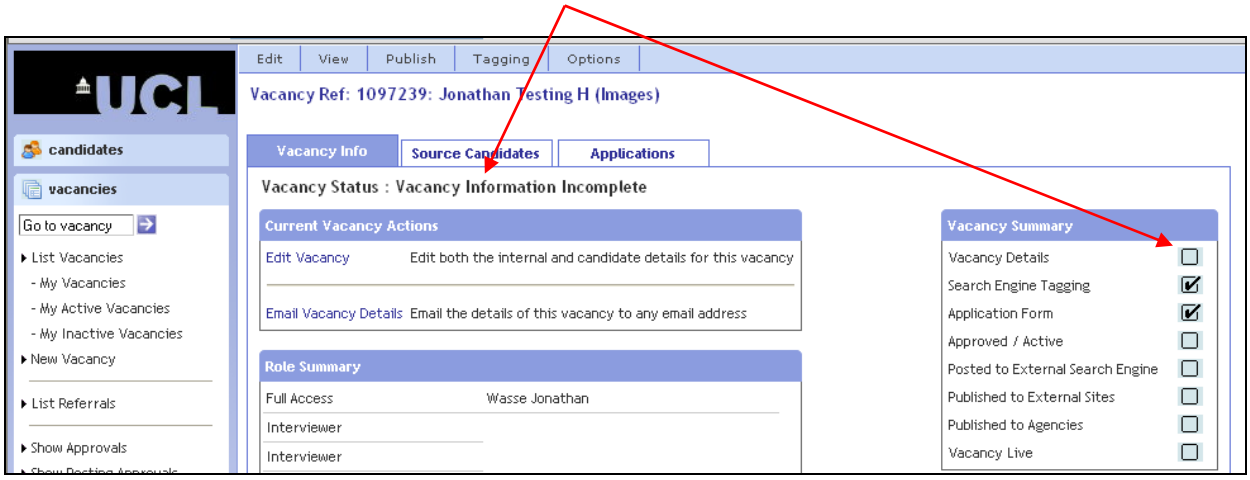


Figure 3.26: Vacancy summary screen (incomplete fields)

Select ‘Edit vacancy’ located on the summary screen *(Figure 3.27).*

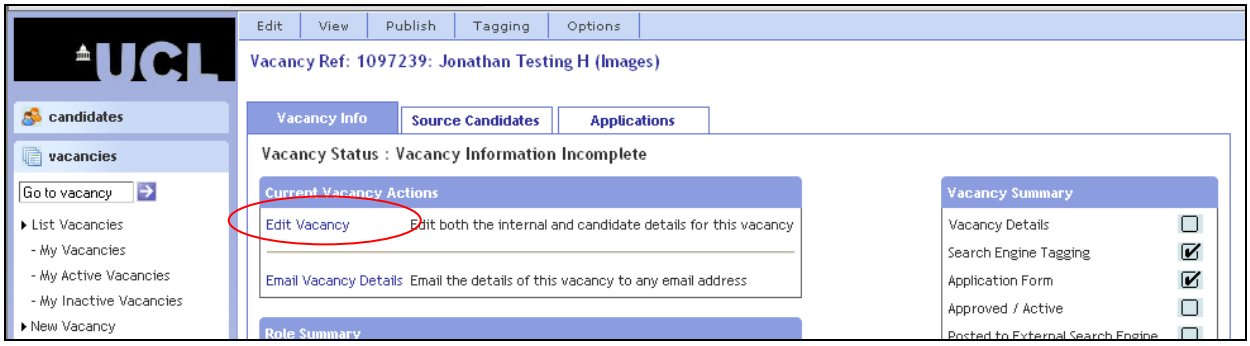


Figure 3.27: Create a vacancy : Edit Vacancy Details

Please note that the system does not highlight the incomplete fields.

Ensure all mandatory fields have been completed.

After the amendments have been made to the vacancy details select ‘Confirm’ at the bottom of the page and the vacancy status on the summary screen should update to ‘Awaiting approval / activation’.

Where the status remains as ‘Vacancy Details Incomplete’ return to the vacancy via ‘Edit Vacancy Details’ to locate the missing information.

Vacancy Toolbar

The vacancy toolbar *(Figure 3.28)* allows the user to access the vacancy in various ways to amend and view the advert as required.

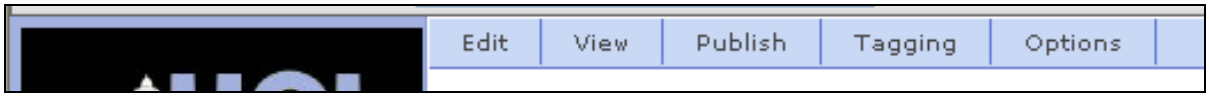


Figure 3.28: Vacancy Toolbar

Edit

Please Note: *the following four functions can only be selected if the vacancy has not been activated or if the vacancy has been deactivated by Human Resources Administrative Process Team.*

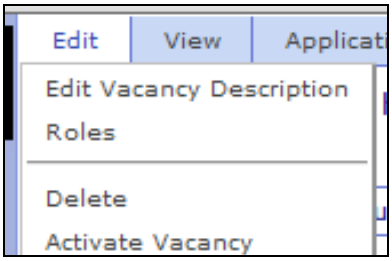


Figure 3.29: Creating a Vacancy : Edit menu

Edit Vacancy Description

Allows the user to edit the vacancy details. Where the vacancy has been activated, this will need to be deactivate prior to being able to activate the vacancy.*(Figure 3.29)*

Roles

Click on Edit and roles and this will open the 'access' page. This allows access to be granted to the vacancy – see Step 8 *'Access to Vacancy'*.

Delete

Click on Edit and Delete. This functionality allows the user to permanently delete the vacancy from the database. A warning page seeking confirmation of deletion is given to the user, see *Figure 3.30.*

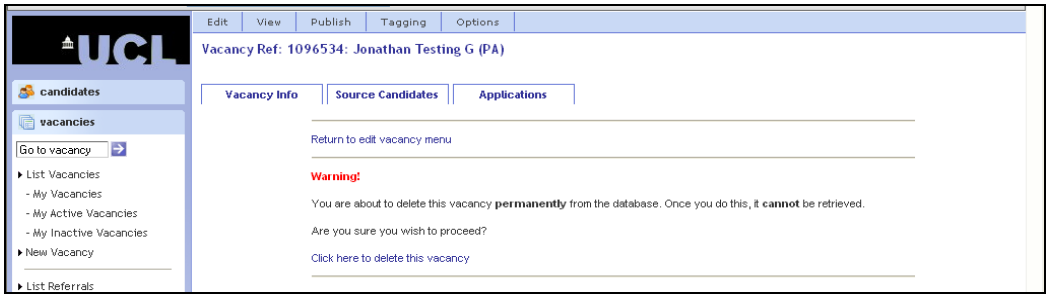


Figure 3.30: Create a vacancy : Deleting a vacancy warning message

Activate Vacancy

This is restricted to Human Resources Administrative Process team. Where a vacancy requires activate either contact the HR Administrative Process Team or send an email to hr_adverts@ucl.ac.uk to request this.

View

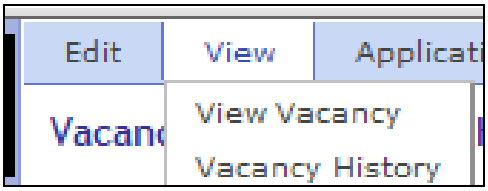


Figure 3.31: Create a Vacancy : View Menu

View Vacancy

Click on 'View and view vacancy' *(Figure 3.31)* to see a preview of how the advert will look once published on the UCL jobs pages website.

Vacancy History

Click on 'View and Vacancy History' to view the history of the vacancy including information of when it was created, approved activated and posted, see *Figure 3.32.*

Figure 3.32: Create a Vacancy History summary

Publish

Figure 3.33: Create a Vacancy : Publish Menu

Activate Vacancy

This is restricted to Human Resources Administrative Process team. Where a vacancy requires activate either contact the HR Administrative Process Team or send an email to hr_adverts@ucl.ac.uk to request this. *(Figure 3.33)*

Tagging

The tagging *(Figure 3.34)* relates to search criteria that allows departments to identify the search parameters upon which the vacancy will become visible to applicants searching the vacancy pages.

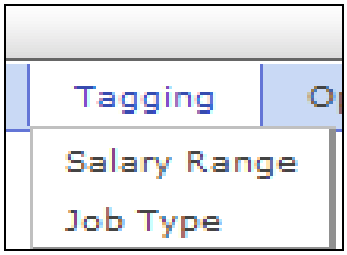


Figure 3.34: Create a Vacancy :Tagging Menu

Salary Range

Click on 'Tagging' and 'Salary Range' to edit the salary range(s) upon which the vacancy can be searched on.

Job Type

Click on 'Tagging' and 'Job Type' to edit the job type upon which the vacancy can be searched on.

Options

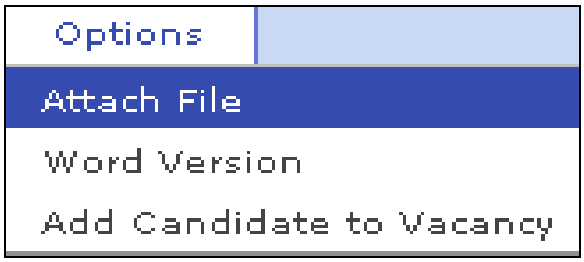


Figure 3.35: Create a Vacancy : Options Menu

Attach File

Click on 'Options' and Attach' file to add documents to a vacancy (e.g., further particulars of the vacancy and location maps) *(Figure 3.36).*

- Click on 'Browse' to select the document to be uploaded
- Enter the title of the document in the 'Document Title' field. The title entered here will be visible to the candidates to click to access the document
- Determine whether these documents are to be visible to candidates and/or recruiters. The Agency option is not to be used.

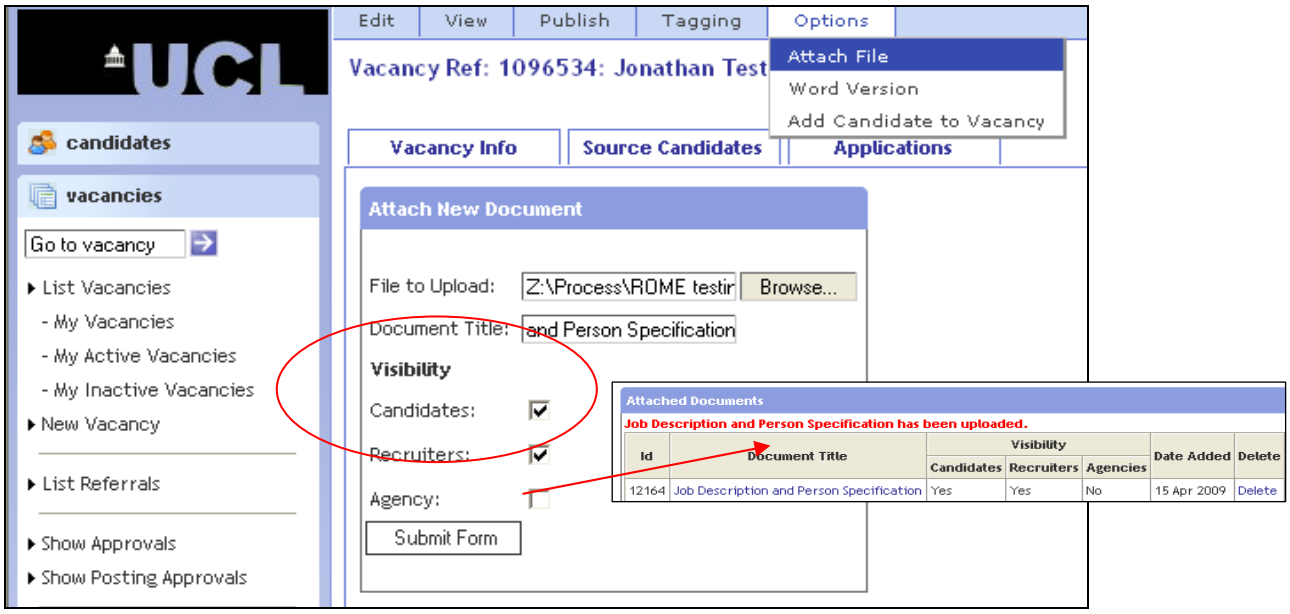


Figure 3.36: Create a Vacancy : Attaching a file to the vacancy

Word Version

Allows the user to download a copy of the vacancy details, as completed in *Steps 1-5,* as a word document.

Add Candidate to Vacancy

This allows a candidate to be added to a specific vacancy and is to be used where a paper application is received. See *'Candidate Information'* section of the manual.

Vacancy Approval and Publication

Notifying Human Resources

Once the vacancy has been given the status of 'Awaiting Approval/Activation' the Human Resources Administrative Process Team need to be informed to approve and publish the vacancy.

Selecting 'Email Vacancy Details' on the 'Current Vacancy Actions' screen of the vacancy summary page, see *Figure 3.37*. This selection takes the user to the email template below.

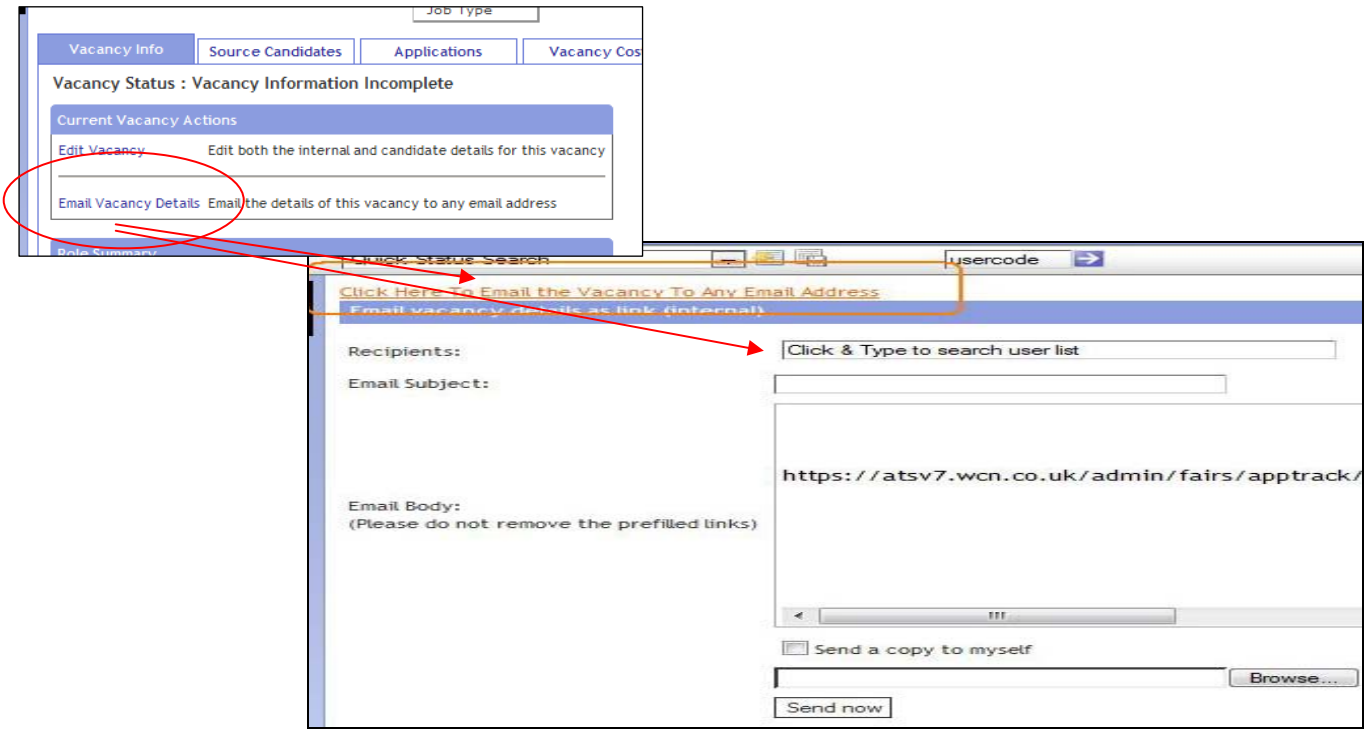


Figure 3.37: Create a Vacancy : Notifying Human Resources

Click on the hyperlink '**Click Here To Email the Vacancy To Any Email Address'**.

Complete the email details as follows:

- **Recipients:**
  Enter 'hr_adverts@ucl.ac.uk'. This notifies Human Resources Administrative Process Team of the advert request via the central email address.

- **Email Subject**
  Enter general details such as the advert title and unique reference number.

- **Email Body**
  Enter details as appropriate, leaving the prefilled link to the advert as given as this will allow the HRAPT to locate the advert on the ROME system.

- **Send a copy to myself**
  Tick this box for a copy of the email to be copied to you.

- **Attach File**
  It is possible to attach any documents to the email here that may support the request for the advert to be processed.

Click 'Send now' to send the email.

You can return to the vacancy summary page by clicking on 'Please click here to go back' (*Figure 3.38*).

UCL
candidates
vacancies
Your email with the link to this vacancy was sent. Please click here to go back to the vacancy page.
About Version 7 | Contact WCN | Technical Support | Best Viewed with IE6 | Privacy Policy | Terms of Use | Monitoring

Figure 3.38: Notifying Human Resources : Confirmation of email submission

Processing Adverts

In order for the vacancy to be advertised on the UCL website the vacancy must be approved and activated by the Human Resources Administrative Process Team.

Once posted, the 'Vacancy summary' will be ticked as ***'Posted to External Search Engine'***. *(Figure 3.39)*

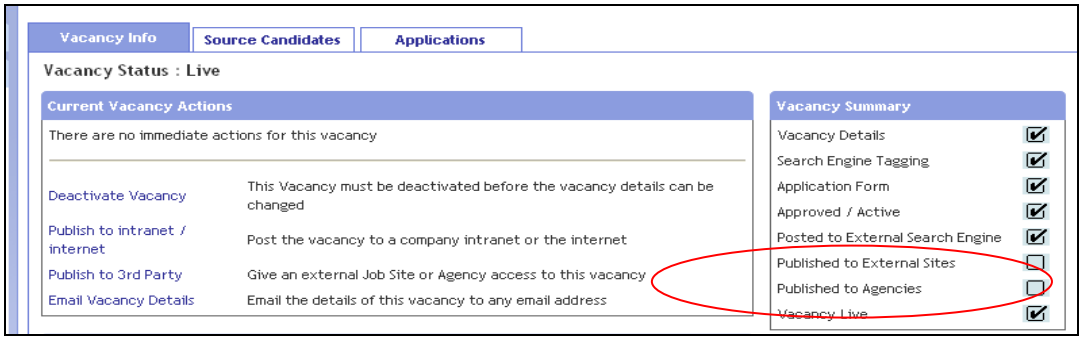

Vacancy Info
Source Candidates
Applications
Vacancy Status : Live
Current Vacancy Actions
There are no immediate actions for this vacancy
Deactivate Vacancy
This Vacancy must be deactivated before the vacancy details can be changed
Publish to intranet / internet
Post the vacancy to a company intranet or the internet
Publish to 3rd Party
Give an external Job Site or Agency access to this vacancy
Email Vacancy Details
Email the details of this vacancy to any email address
Vacancy Summary
Vacancy Details
Search Engine Tagging
Application Form
Approved / Active
Posted to External Search Engine
Published to External Sites
Published to Agencies
Vacancy Live

Figure 3.39: Vacancy summary screen for an advert published, and currently live, on the UCL jobs pages website (not published in external media.)

Once the vacancy has been approved and activated on the system, the advert will be forwarded for publication as requested by the department.

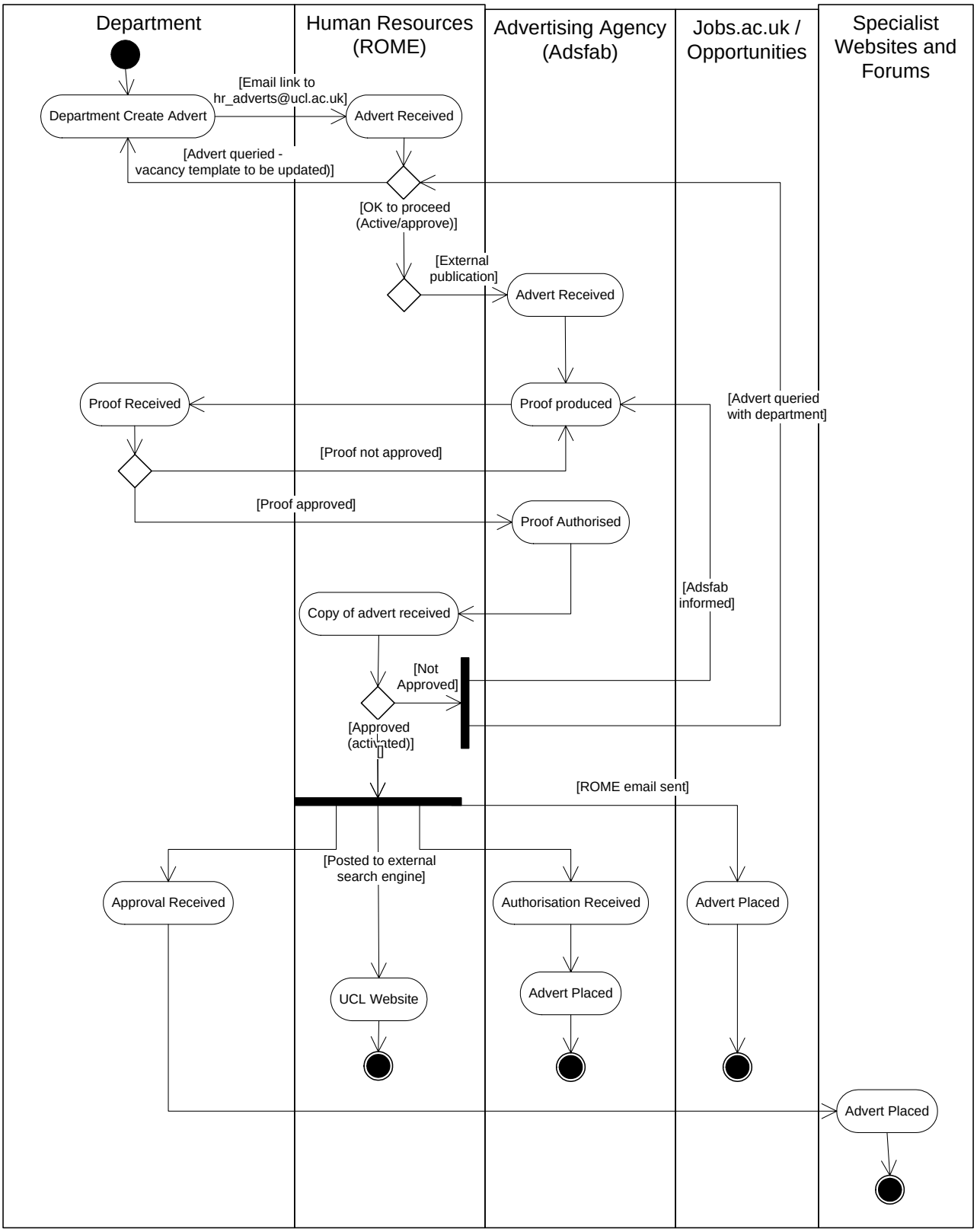
Please Note: In order to minimise any potential error/discrepancy the advert appearing on the UCL jobs pages website, University of London Opportunities bulletin and Jobs.ac.uk will be published once the approval for the external publication has been received from the department.

Process for the Placement of Adverts

- Human Resources will forward the advert to the advertising agency
- The advertising agency will generate proofs (for printed publications only) and cost the advert.
- The proof and associated costs will be forwarded to the department for approval / changes
- The department and the advertising agency will liaise directly until the proof is signed off.
- A copy of the final proof will be forwarded to Human Resources for final sign off.
- Once confirmed, the final version of the advert will be updated on the advertising system by the department.
- Human Resources will forward the advert to
    - University of London Opportunities bulletin
    - Jobs.ac.uk where requested
    - JobCentre Plus (where the departments have not opted out of this requirement)
    - UCL jobs pages.

See overleaf for a copy of the business process for the placement of adverts.

Business Process for Processing an Advert



Vacancy Summary

The Vacancy Summary provides a checklist that shows which parts of the process for placing the advert have been completed by placing a tick on the appropriate box. Where there is no tick, these actions are either still outstanding or not appropriate.

Figure 3.40: Vacancy summary screen

PhD Studentship Vacancy Template

Step 1: Owner

See Create a Vacancy : Standard Template

Step 2: Vacancy name

See Create a Vacancy : Standard Template

Step 3 & 4: Enter Vacancy Details

Some of the fields in Steps 3 and 4 are the same as in 'Create a vacancy : Standard Template'. Please refer to the description for those fields given earlier in the manual.

Explanations will be given below for any fields that are not included in the Standard Vacancy Template

1. Duration of Studentship:

Enter the duration of the studentship

2. Stipend

Enter the stipend attached to the studentship

3. Vacancy Information

Enter specific details regarding the studentship

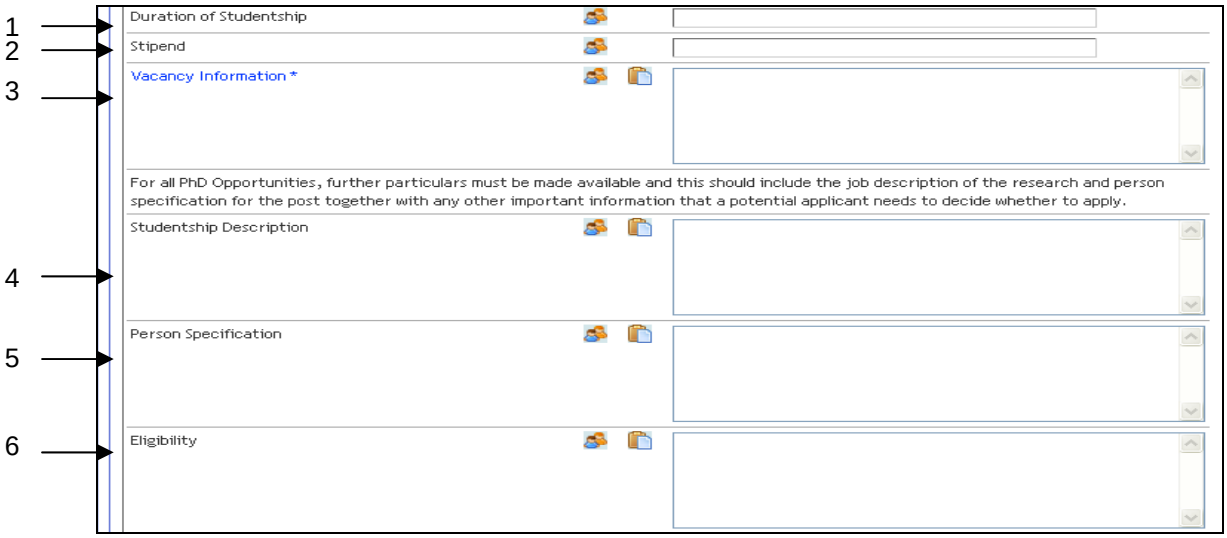

1
2
3
4
5
6
Duration of Studentship
Stipend
Vacancy Information *
For all PhD Opportunities, further particulars must be made available and this should include the job description of the research and person specification for the post together with any other important information that a potential applicant needs to decide whether to apply.
Studentship Description
Person Specification
Eligibility

Figure 3.41: Fields specific to PhD Studentship Template

4. Studentship Description

Enter a description of the studentship including the job description

5. Person Specification

Outline the key points of the person specification. A full copy of the Person Specification can be attached to the vacancy.

6. Eligibility

Provide details of eligibility for the studentship.

7. Studentship Start Date

Confirm the date on which the studentship will be available to commence.

Step 5: Confirm:

Once all the details for Steps 3 and 4 have been entered select confirm to move to Step 6.

Step 6: Search Criteria

The search criteria *(Figure 3.42)* allows departments to identify the search parameters upon which the vacancy will become visible to applicants searching the vacancy pages.

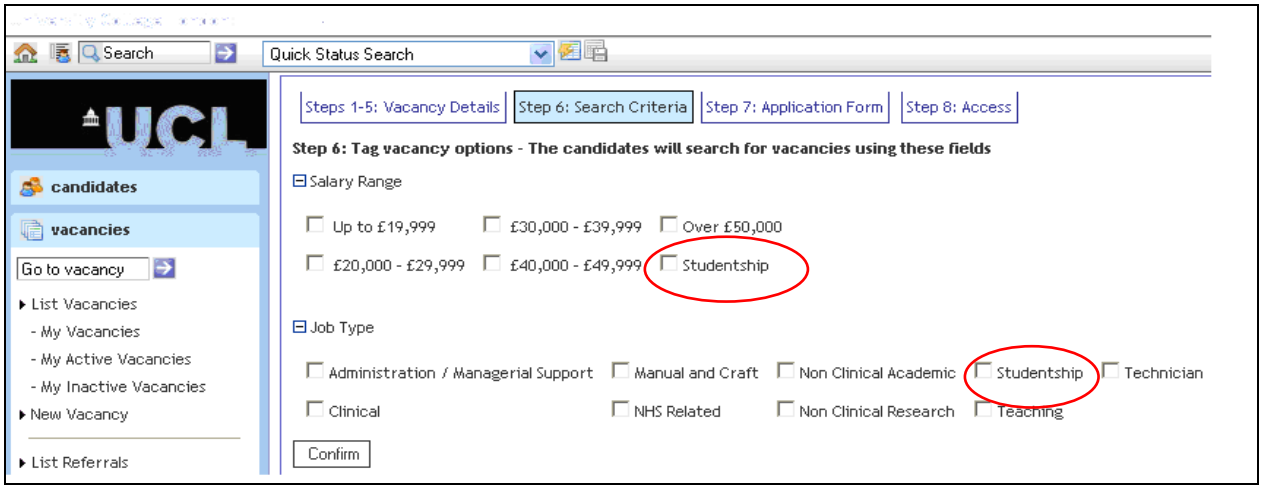


Figure 3.42: Setting up options for the job search criteria (Step 6)

It is advisable to complete these search criteria. Where no search criteria is entered the applicants will only become aware of the vacancy where the search parameters are left as 'any'. *(Figure 3.43)*

Salary Range

Select the 'Studentship' option.

Job Type

Select the 'Studentship' option

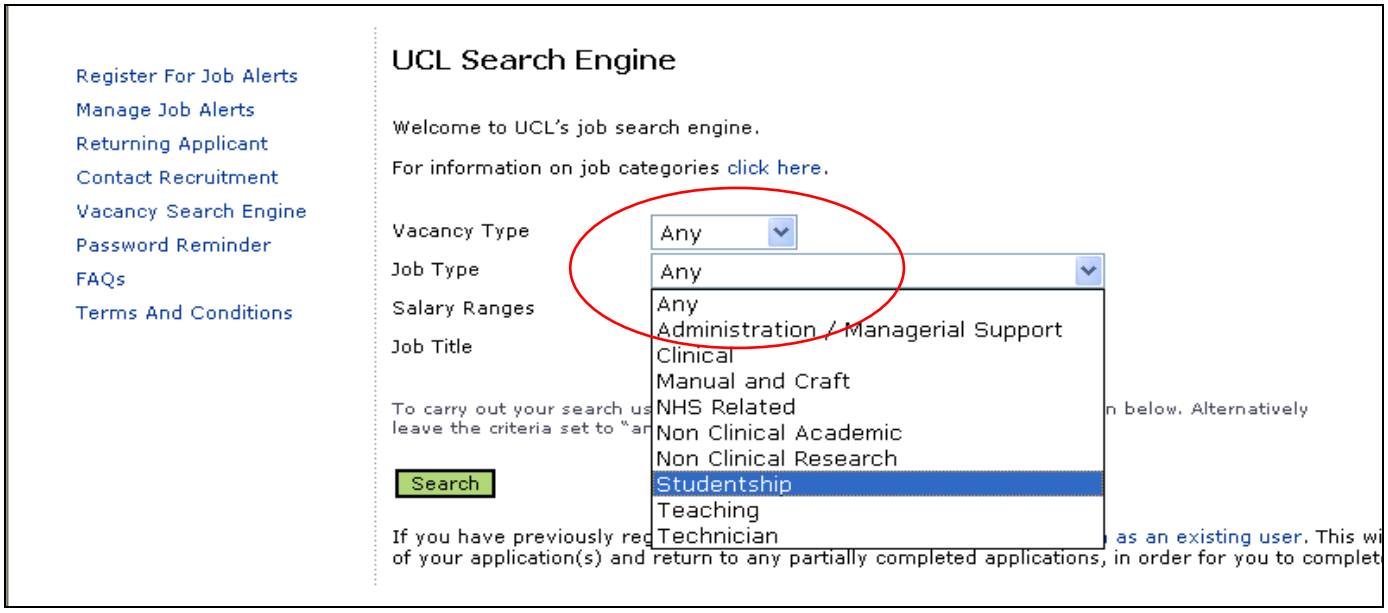


Figure 3.43: Create a Vacancy : Studentship Template : Search Criteria

Step 7: Application Form

Select '**do not tag an application form'** for all Studentship vacancies. *(Figure 3.44)*

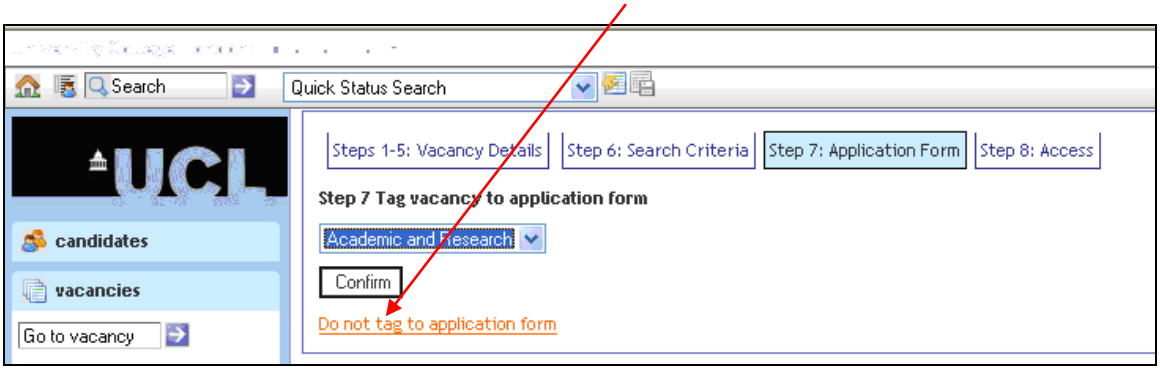


Figure 3.44: Create a vacancy : Studentship template : Tag vacancy to an application form

Any application form appropriate for the Studentship appointment should be attached to the vacancy so that this can be downloaded and completed by any applicants.

Attach File

Click on 'Options' and Attach' file to add documents to a vacancy (e.g., further particulars of the vacancy and location maps) *(Figure 3.45).*

- Click on 'Browse' to select the document to be uploaded
- Enter the title of the document in the 'Document Title' field. The title entered here will be visible to the candidates to click to access the document
- Determine whether these documents are to be visible to candidates and/or recruiters. The Agency option is not to be used.

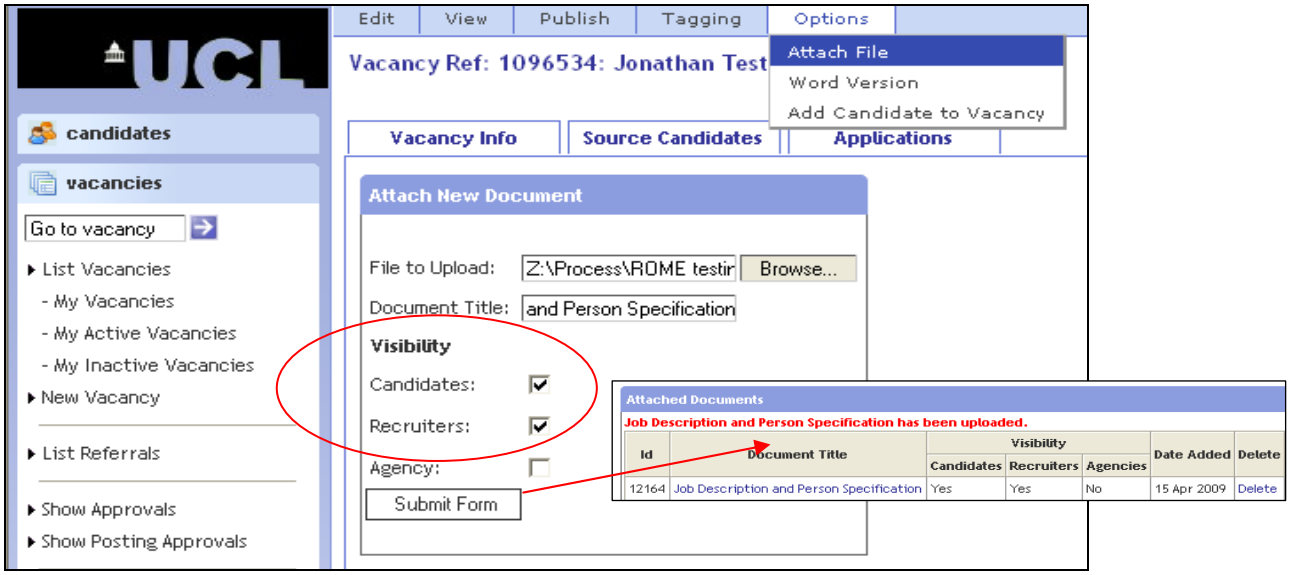


Figure 3.45: Create a Vacancy : Attaching a file to the vacancy

Step 8: Access to vacancy

See Create a Vacancy : Standard Template

Click on ‘Confirm’ to process to the Vacancy summary page

Please note: the remainder of the process for placing a studentship vacancy is the same as the ‘standard vacancy template’

Combined Vacancy Template

Step 1: Owner

See Create a Vacancy : Standard Template

Step 2: Vacancy name

See Create a Vacancy : Standard Template

Step 3 & 4: Enter Vacancy Details

Some of the fields in Steps 3 and 4 are the same as in 'Create a vacancy : Standard Template'. Please refer to the description for those fields given earlier in the manual.

Explanations will be given below for any fields that are not included in the Standard Vacancy Template

Grades:

Please select the appropriate combination of grades for the vacancy from the options available *(Figure 3.46)*. The combinations refer to the following job types only

- **7-8** - Research Associate or Senior Research Associate
- **7-8-9** - Lecturer or Senior Lecturer
- **8-9** - Senior Lecturer / Reader
- **9-CL9** - Senior Lecturer or Senior Clinical Lecturer
- **Professorial - Consultant Clinical Academic -** professorial or consultant clinical academic

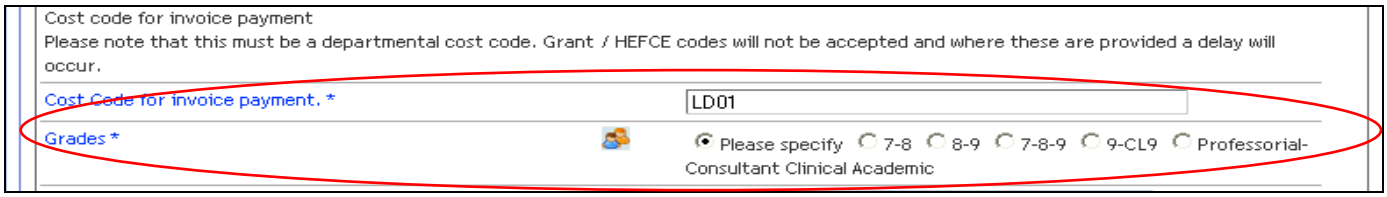

Cost code for invoice payment
Please note that this must be a departmental cost code. Grant / HEFCE codes will not be accepted and where these are provided a delay will occur.
Cost Code for invoice payment. *
LD01
Grades *
Please specify
7-8
8-9
7-8-9
9-CL9
Professorial-Consultant Clinical Academic

Figure 3.46: Create a vacancy : Combined vacancy template : Combined grades

Sub category:

On specifying the staff category for the vacancy you are then required to choose the appropriate sub category for the appointment.

Essential and Desirable Criteria

Shortlisting and interview decisions must be made against the same set of criteria that is made available to the candidates in the person specification. The information provided in these fields will carry forward in to the online shortlisting forms that become available.

A full copy of the job description and person specification can be uploaded as additional documents that are visible to candidates plus links can be included as part of the duties and responsibilities.

For the combined vacancy template at least 2 sets of essential criteria must be defined. The first level will be the core criteria for the appointment and the second level will be anything in addition to the first level that would determine the grade that the appointment is to be offered at.

Essential Criteria (level 1)

Select the number of essential criteria *(Figure 3.47)* from the drop down list that the shortlisting will be based on. These criteria are to be cut and pasted across for the original person specification – one item per essential criteria box.

A minimum of 5 criteria must be entered, up to a maximum of 25 essential criteria are to be entered.

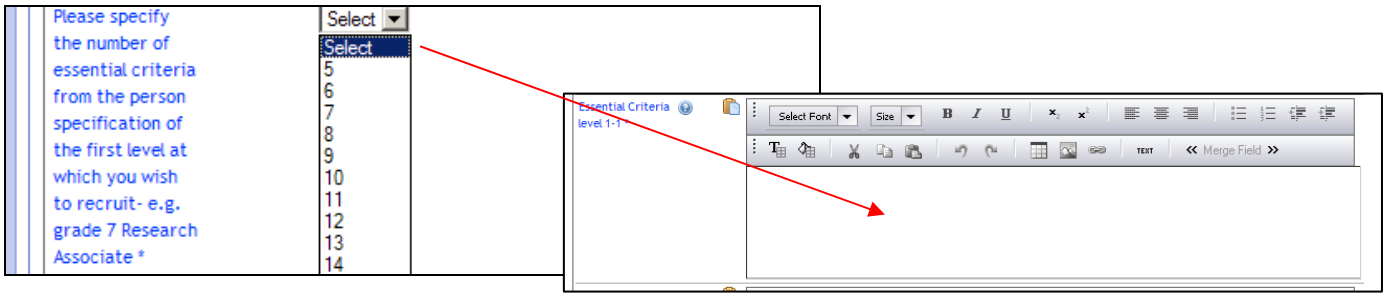


Figure 3.47: Create a vacancy : Combined Vacancy Template : Essential Criteria (Level 1)

Desirable Criteria (level 1)

Select the number of desirable criteria *(Figure 3.48)*, up to a maximum of 10 and cut and paste across the desirable criteria from the person specification that the shortlisting is to be based on.

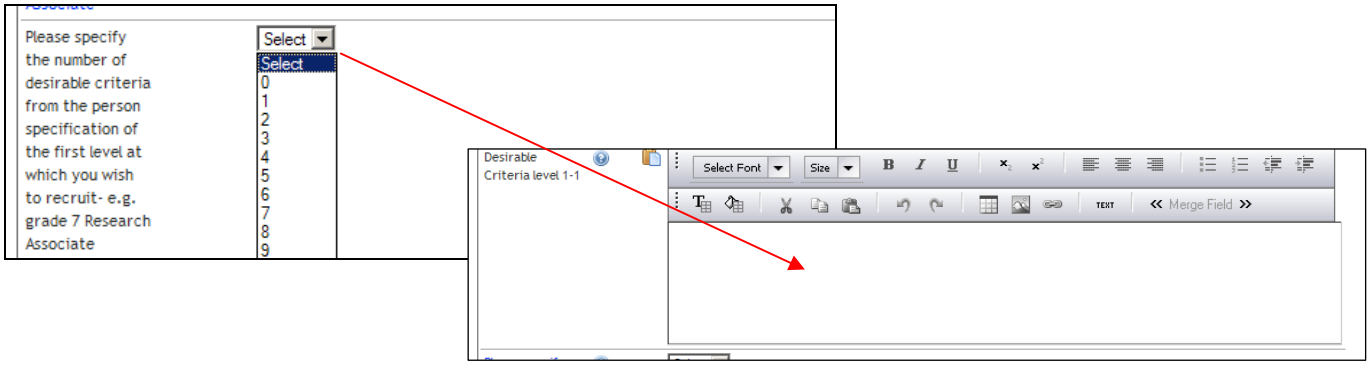


Figure 3.48: Create a vacancy : Combined Vacancy Template : Desirable Criteria (Level 1)

Essential Criteria (Level 2)

Select the number of essential criteria *(Figure 3.49)* from the drop down list that the shortlisting will be based on in addition to the criteria already outlined as 'level 1'.
The level 2 criteria will be the additional elements to the role that would justify the appointment being made at the higher grade advertised.

These criteria are to be cut and pasted across for the original person specification – one item per essential criteria box.

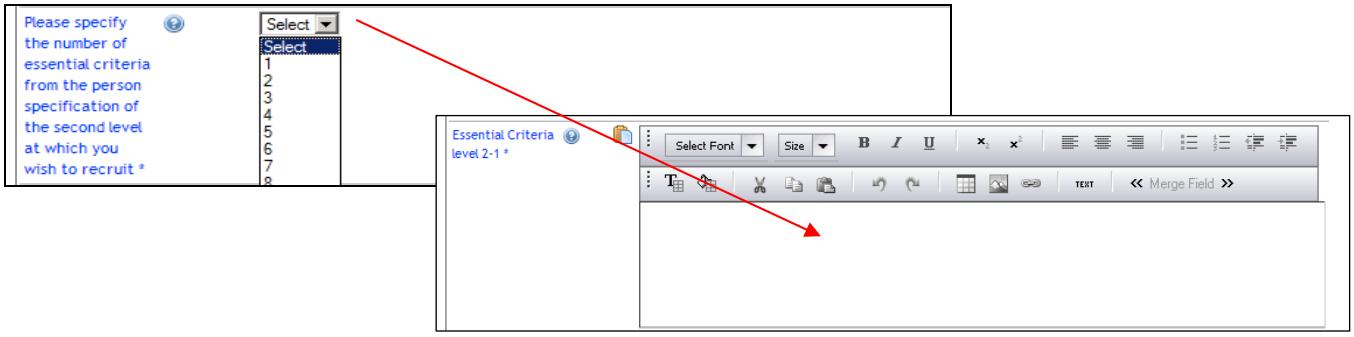


Figure 3.49: Create a vacancy : Combined Vacancy Template : Essential Criteria (Level 2)

Desirable Criteria (Level 2)

Select the number of desirable criteria *(Figure 3.50)* from the drop down list that the shortlisting will be based on in addition to the criteria already outlined as 'level 1'.

The level 2 criteria will be the additional elements to the role that would justify the appointment being made at the higher grade advertised.

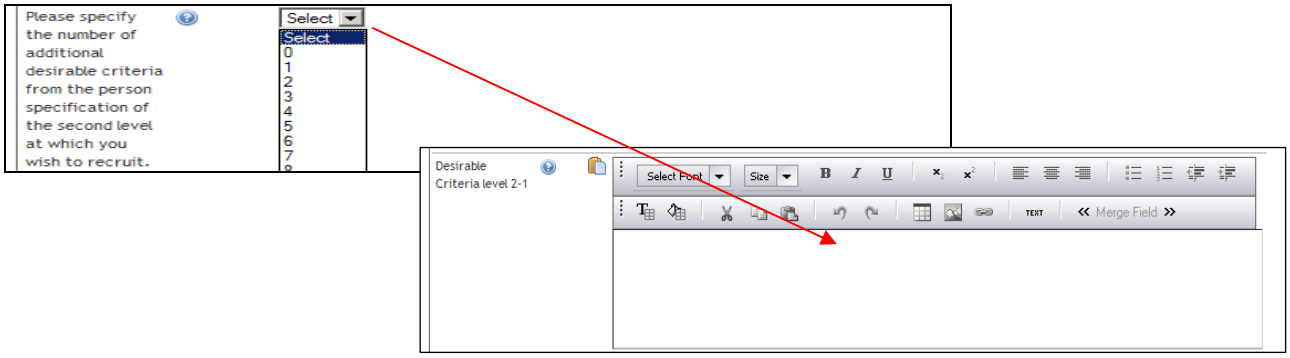


Figure 3.50: Create a vacancy : Combined Vacancy Template : Desirable Criteria (Level 2)

Essential and Desirable Criteria Level 3

Where the vacancy is being advertised at the combined grade of 7-8-9, a 3rd level of Essential and Desirable criteria is to be entered. The 3rd level will include any criteria that has not been included as part of level 1 or level 2.

Grade employed at:

Once the appointment has been made, return to this field and confirm the grade that the appointment was made at. *(Figure 3.51)*

Position Type:

Once the appointment has been made, return to this field and confirm the appropriate position type for the level of appointment made. *(Figure 3.51)*

These are based on the UCL staff Categories (http://www.ucl.ac.uk/hr/salary_scales/staff_categories.php)

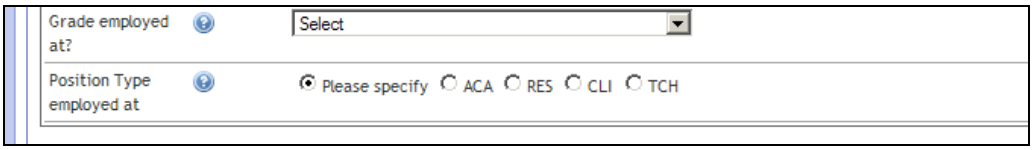


Figure 3.51: Create a vacancy : Combined vacancy template : Grade employed at / Position type employed at

Step 5: Confirm:

Once all the details for Steps 3 and 4 have been entered, selecting confirm will take the submitter to the final series of steps 6 to 8.

Step 6: Search Criteria

See Create a Vacancy : Standard Template

Step 7: Application Form

See Create a Vacancy : Standard Template

Step 8: Access to vacancy

See Create a Vacancy : Standard Template

Note: See **'Processing Adverts'** for details on how to inform Human Resources that there is an advert to be placed.

Please note: the remainder of the process for placing a Combined vacancy is the same as the 'standard vacancy template'

Copy an Existing Vacancy

If the user wants to use a previous vacancy as a template for a new recruitment campaign (e.g. a re-advertisement), they have the possibility of copying a previous advert and update/modify its contents as required for the new vacancy.

Highlight the vacancy that you want to copy *(Figure 3.52)*

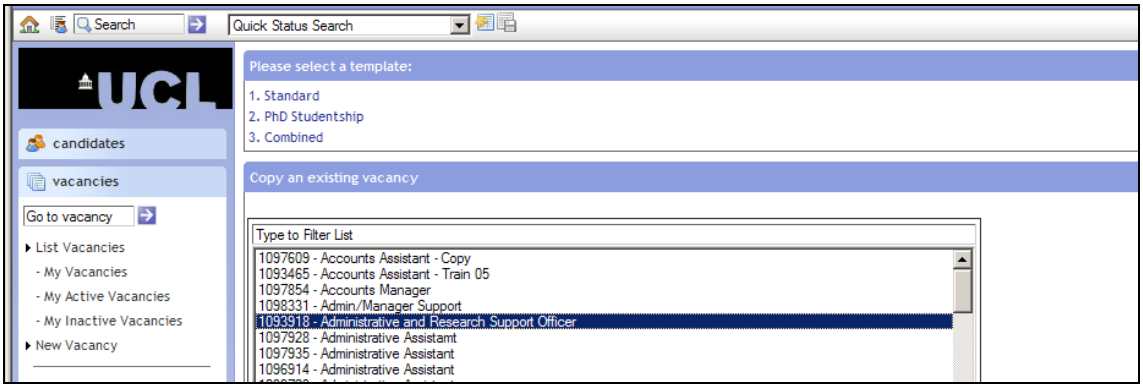


Figure 3.52: Copy a vacancy : Highlight vacancy to copy

Click on 'Copy selected vacancy' to copy the details of the vacancy. *(Figure 3.53)*

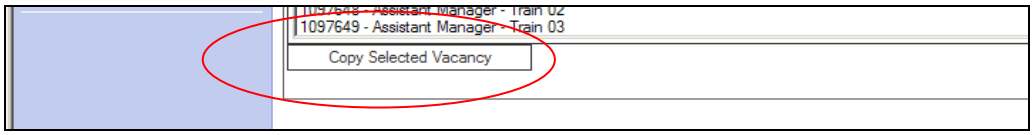


Figure 3.53: Copy a vacancy : Highlight vacancy to copy

Confirm the following details *(Figure 3.54)*:

- Enter the vacancy title
- Choose the appropriate ownership for the vacancy to be attached to
- Select the appropriate application form

Click on create vacancy

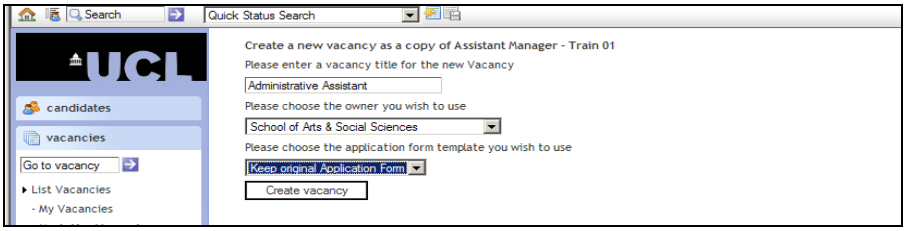

Search
Quick Status Search
UCL
candidates
vacancies
Go to vacancy
List Vacancies
- My Vacancies
Create a new vacancy as a copy of Assistant Manager - Train 01
Please enter a vacancy title for the new Vacancy
Administrative Assistant
Please choose the owner you wish to use
School of Arts & Social Sciences
Please choose the application form template you wish to use
Keep original Application Form
Create vacancy

Figure 3.54: Copy a vacancy : Create new vacancy

Note: When the vacancy is copied the vacancy details (step 1-5), the vacancy tagging and the application form will be copied.

The following information needs to be checked:

Vacancy Details

Select 'Edit vacancy' *(Figure 3.55)* located on the summary screen to edit the details of the vacancy including the go live date, closing date and interview date

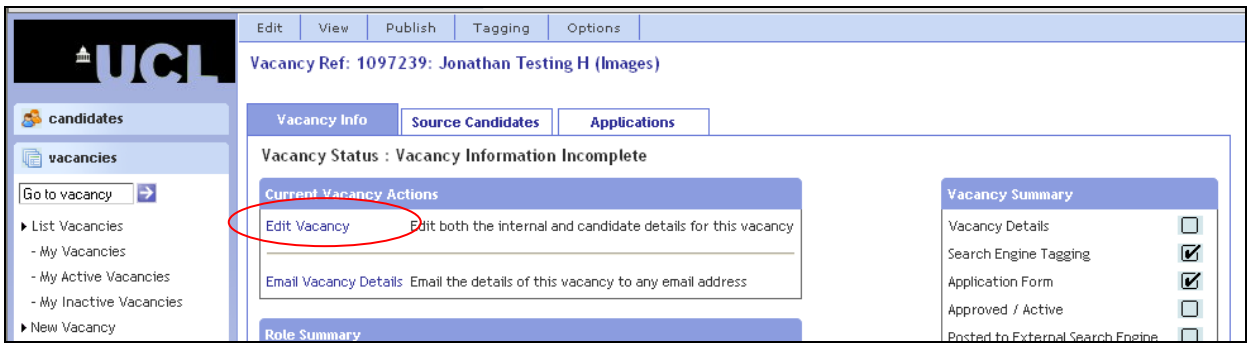


Figure 3.55: Copy a vacancy : Edit Vacancy Details

Confirm the chair and interviewer

Click on Edit and roles *(Figure 3.56)* and this will open the 'access' page. This allows access to be granted to the vacancy – see Step 8 *'Access to Vacancy'*.

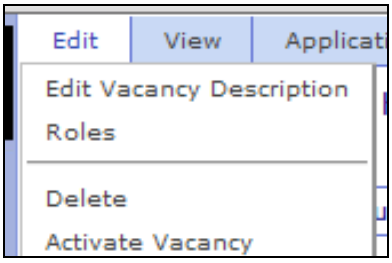


Figure 3.56: Copy a Vacancy : Chair / Interviewer

Identify the Search Criteria

Click on 'Tagging' *(Figure 3.57)* and then either 'Salary Range' and/or 'Job Type' to identify the search parameters upon which the vacancy will become visible to applicants searching the vacancy pages.

Figure 3.57: Copy a Vacancy : Search Criteria

Salary Range

Click on 'Tagging' and 'Salary Range' to edit the salary range(s) upon which the vacancy can be searched on.

Job Type

Click on 'Tagging' and 'Job Type' to edit the job type upon which the vacancy can be searched on.

Attach any relevant document for candidates

Click on 'Options' and Attach' file to add documents to a vacancy (e.g., further particulars of the vacancy and location maps) *(Figure 3.58).*

- Click on 'Browse' to select the document to be uploaded
- Enter the title of the document in the 'Document Title' field. The title entered here will be visible to the candidates to click to access the document
- Determine whether these documents are to be visible to candidates and/or recruiters. The Agency option is not to be used.

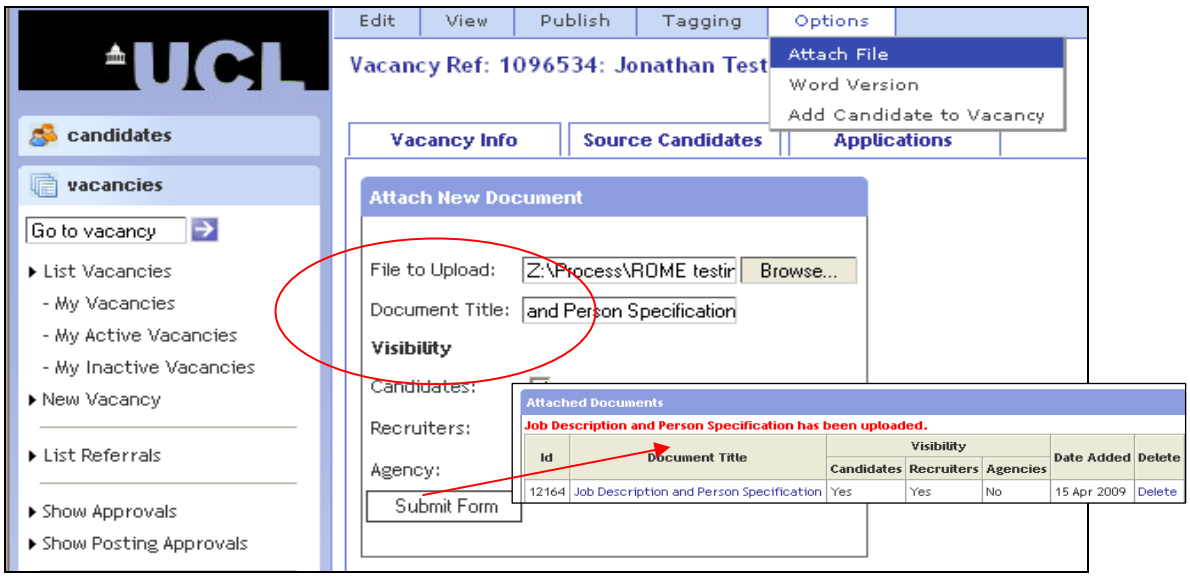


Figure 3.58: Create a Vacancy : Attaching a file to the vacancy

Once the advert is ready for submission to Human Resources proceed to 'Completion of Vacancy Details'.

Creating Interview Slots

The interview options are available by clicking on the interview option on the left hand menu of the home page *(Figure 4.0)*

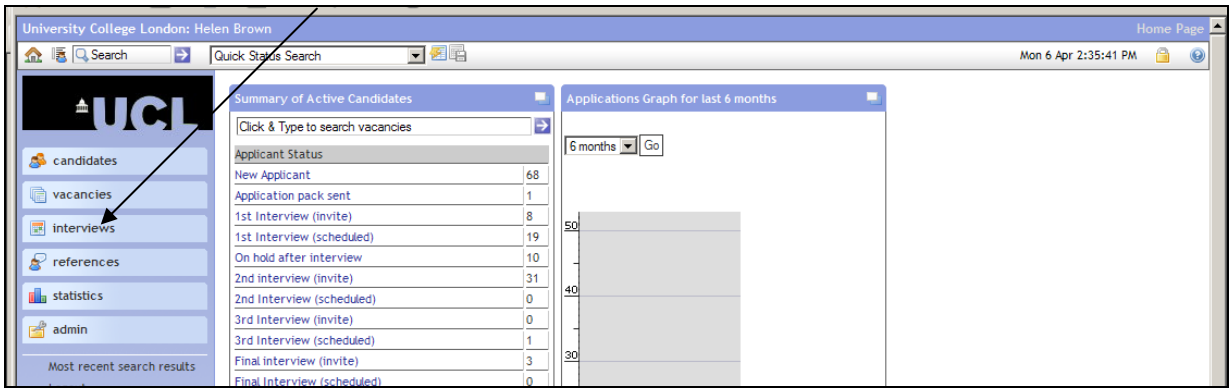


Figure 4.0 : Home page – Interview options

To create interviews, select interviews from within the interview option *(Figure 4.1)*

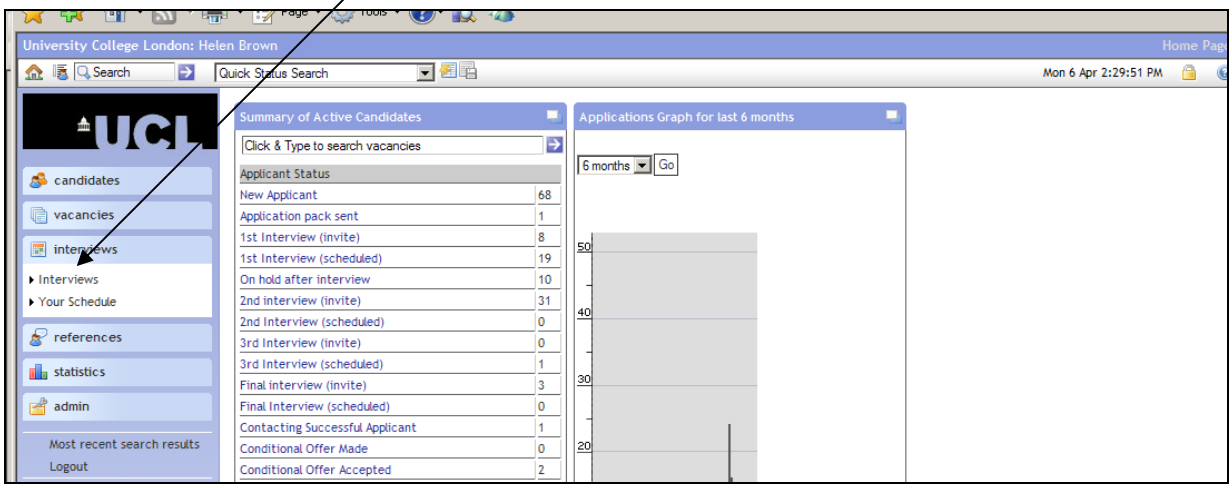


Figure 4.1 : Accessing the interview menu

To set up new interview slots, go to interview types on the top menu and select new *(Figure 4.2)*

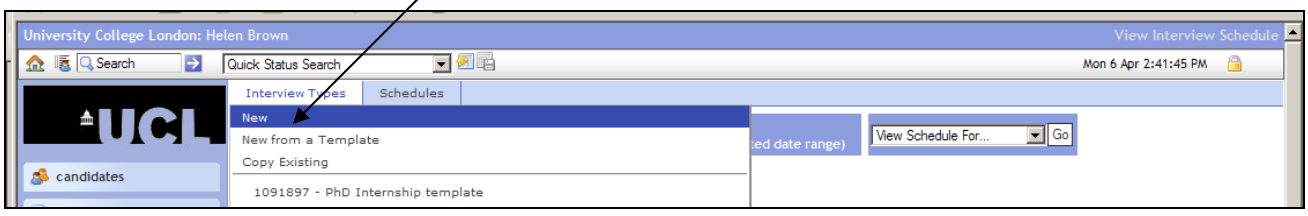


Figure 4.2 : Creating new interview slots

General Information

The information entered on this screen is visible to anyone who has been given access to the position when setting up the advert. *(Figure 4.3)*

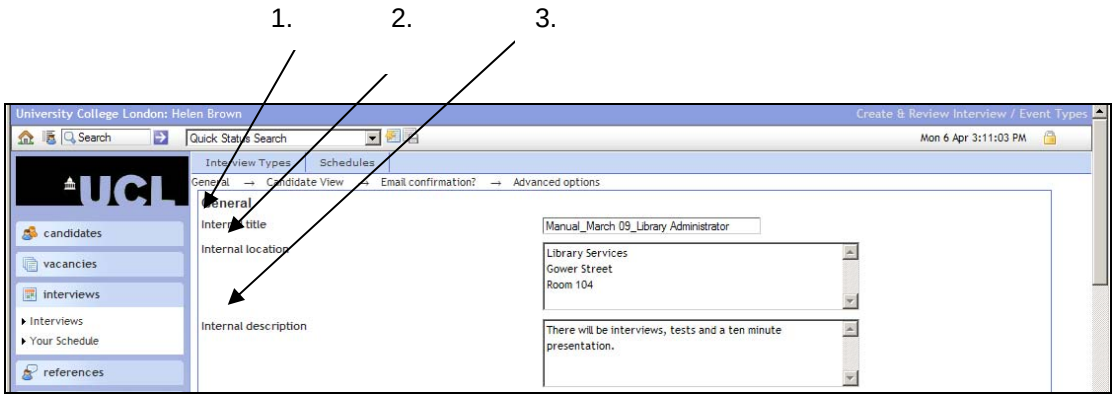


Figure 4.3 : Creating Interviews - General Information

1. **Internal title:** Enter a unique interview title. It is recommended that the job title, including the advert reference, is copied from the bottom of this page

2. **Internal location:** Enter location details for interviews, including Department, room number, building and street name.

3. **Internal description:** Enter any details relating to interview, including length of interview, tests and presentation.

Tag to Status

From the drop down list select the appropriate 'schedule' option for the round of interviews to be created. Where the first interview maybe the final interview, select 'schedule for 1st interview'. *(Figure 4.4)*

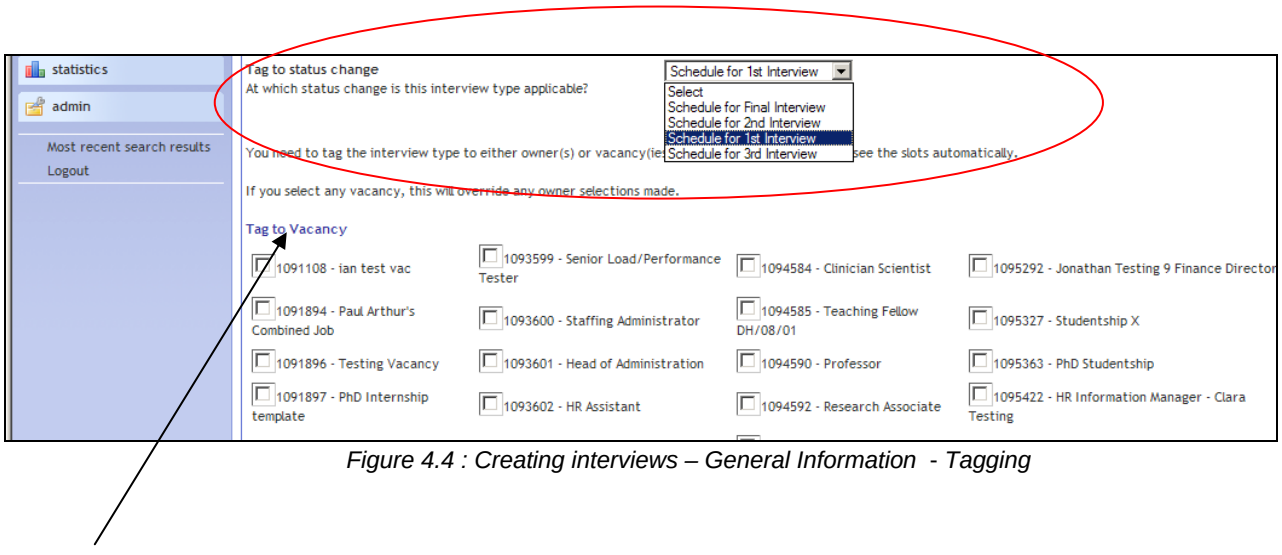

statistics
admin
Most recent search results
Logout
Tag to status change
At which status change is this interview type applicable?
Schedule for 1st Interview
Select
Schedule for Final Interview
Schedule for 2nd Interview
Schedule for 1st Interview
Schedule for 3rd Interview
You need to tag the interview type to either owner(s) or vacancy(ie
see the slots automatically.
If you select any vacancy, this will override any owner selections made.
Tag to Vacancy
1091108 - ian test vac
1093599 - Senior Load/Performance Tester
1094584 - Clinician Scientist
1095292 - Jonathan Testing 9 Finance Director
1091894 - Paul Arthur's Combined Job
1093600 - Staffing Administrator
1094585 - Teaching Fellow DH/08/01
1095327 - Studentship X
1091896 - Testing Vacancy
1093601 - Head of Administration
1094590 - Professor
1095363 - PhD Studentship
1091897 - PhD Internship template
1093602 - HR Assistant
1094592 - Research Associate
1095422 - HR Information Manager - Clara Testing

Figure 4.4 : Creating interviews – General Information - Tagging

Tick the vacancy for which the interviews are to be applied.

Click on ‘Next’ to proceed to ‘Candidate View’.*(Figure 4.5)*

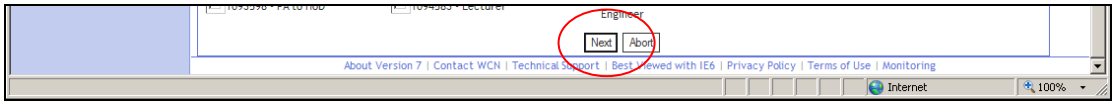

Next
Abort
About Version 7 | Contact WCN | Technical Support | Best Viewed with IE6 | Privacy Policy | Terms of Use | Monitoring
Internet
100%

Figure 4.5 : Creating interviews – General Information - Next button

Candidate View

The information entered on this screen is inserted into the emails generated for the candidates and is also visible via the applicant ‘Communication Centre’. *(Figure 4.6)*

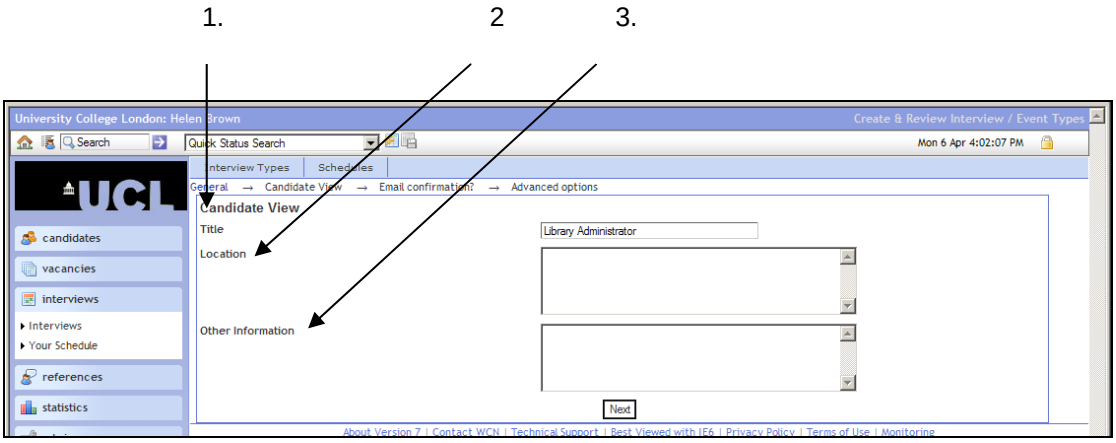


Figure 4.6 : Creating Interviews – General Information – Candidate View

1. **Internal title:** Enter a unique interview title. It is recommended that the job title, including the advert reference, is copied from the bottom of this page.

2. **Location:** Enter location details for interviews, including Department, room number, building, street name plus any details of where to report to.

3. **Other Information:** Enter any additional information for the candidate in this box including format of interviews.

Click on ‘Next’ to proceed to ‘Email Confirmation’ *(Figure 4.7)*

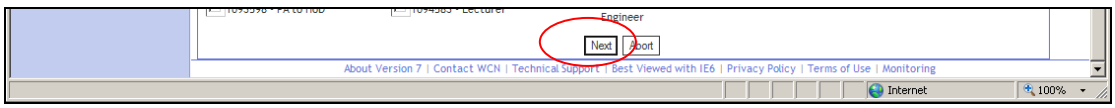

Next
Abort
About Version 7 | Contact WCN | Technical Support | Best Viewed with IE6 | Privacy Policy | Terms of Use | Monitoring
Internet
100%

Figure 4.7 : Creating interviews – Candidate View - Next button

Email Confirmation?

This section allows automated emails to be created that will be sent out at various stages of the interview process. *(Figure 4.8)*

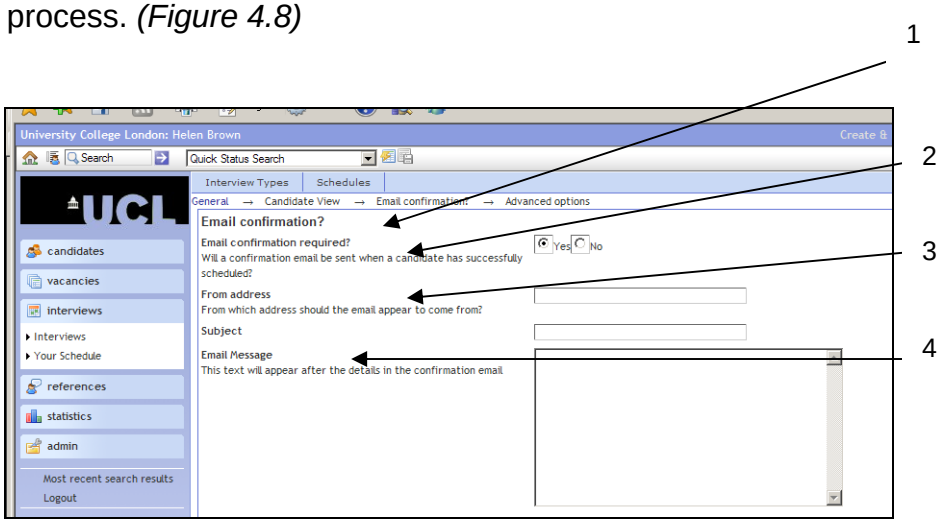


Figure 4.8 : Creating interviews – Email Confirmation – Email Confirmation?

1. **Email confirmation required?**
   Indicate, by selecting yes or no, whether an email confirmation is to be sent to the candidate. The information entered here will be sent to the candidate, in addition to any emails automatically generated by the system, when they have been successfully booked in to an interview slot, regardless of whether this is self or departmental scheduled.

2. **From address**
   Enter the email address from which the email is to be sent from.

3. **Subject**
   Enter the subject line, as this is to appear in the email.

4. **Email Message**
   Enter the text of the email message.

Candidate Reminder

This section can be used to send emails to candidates to remind them of their interview *(Figure 4.9)*

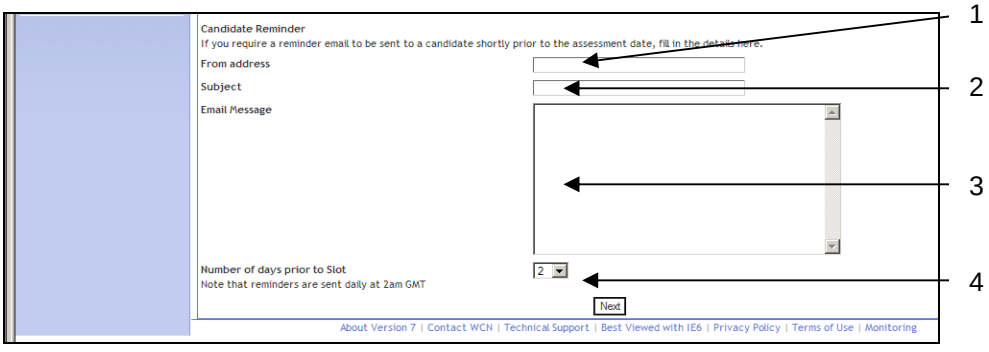

1
2
3
4
Candidate Reminder
If you require a reminder email to be sent to a candidate shortly prior to the assessment date, fill in the details here.
From address
Subject
Email Message
Number of days prior to Slot
Note that reminders are sent daily at 2am GMT
2
Next
About Version 7 | Contact WCN | Technical Support | Best Viewed with IE6 | Privacy Policy | Terms of Use | Monitoring

Figure 4.9 : Creating interviews – Email Confirmation – Candidate Reminder

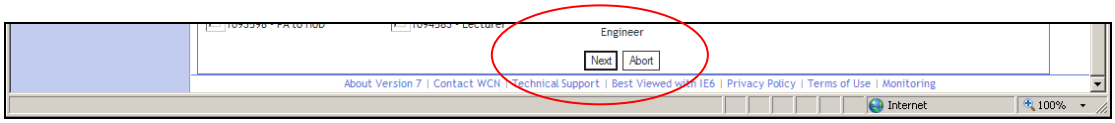
1. **From address**
   Enter the email address from which the email is to be sent from

2. **Subject**
   Enter the subject line, as this is to appear in the email.

3. **Email Message**
   Enter the text of the email message.

4. **Number of days prior to slot**
   Select here the number of days prior to the day of the interview slot that the reminder is to be sent out to the candidate.

Click on 'Next' to proceed to 'Email Confirmation' *(Figure 4.10)*


Engineer
Next
Abort
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Internet
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Figure 4.10 : Creating interviews – Candidate Reminder - Next button

Advanced Options

This section allows further information regarding the interviews to be created *(Figure 4.11):*

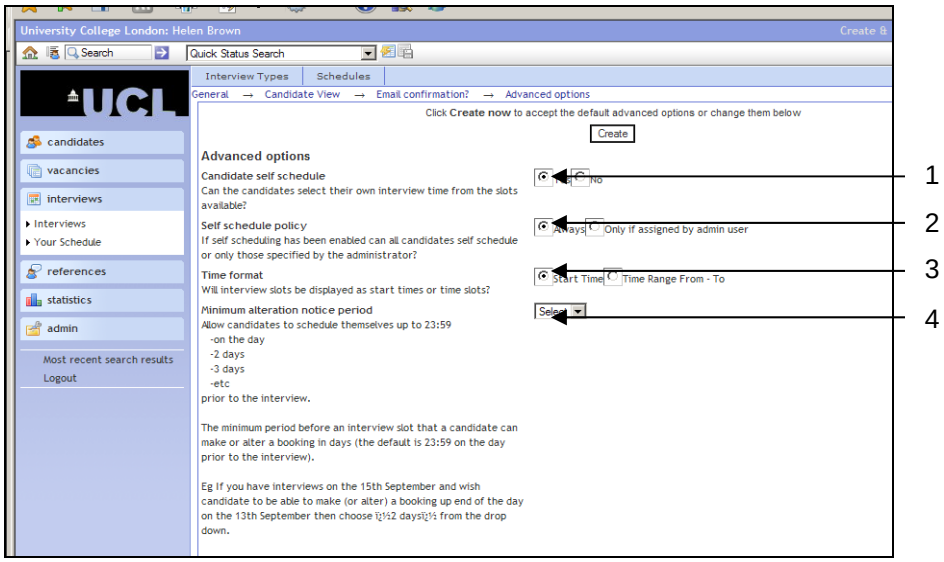
University College London: Helen Brown
Create
Search
Quick Status Search
Interview Types
Schedules
General → Candidate View → Email confirmation? → Advanced options
Click Create now to accept the default advanced options or change them below
Create
candidates
vacancies
interviews
Interviews
Your Schedule
references
statistics
admin
Most recent search results
Logout
Advanced options
Candidate self schedule
Can the candidates select their own interview time from the slots available?
Self schedule policy
If self scheduling has been enabled can all candidates self schedule or only those specified by the administrator?
Only if assigned by admin user
Time format
Will interview slots be displayed as start times or time slots?
Time Range From - To
Minimum alteration notice period
Allow candidates to schedule themselves up to 23:59
-on the day
-2 days
-3 days
-etc
prior to the interview.
The minimum period before an interview slot that a candidate can make or alter a booking in days (the default is 23:59 on the day prior to the interview).
Eg If you have interviews on the 15th September and wish candidate to be able to make (or alter) a booking up end of the day on the 13th September then choose ï¿½2 daysï¿½ from the drop down.
1
2
3
4

Figure 4.11 : Creating interviews – Advanced Options

1. **Candidate self schedule**

   Indicate here, by clicking on yes / no, where the candidate will be able to use self schedule to select an interview time or whether the department will be scheduling the interview times.

   Where self schedule is selected, this can be overridden by the department to book a candidate into an interview slot. Where department schedule is selected, there is no option available to candidates to choose their interview slot via the system.

2. **Self schedule policy**

   This should remain as 'Always' regardless of the interview route chosen.

3. **Time format**

   Select 'Start Time' if the interview slots available to candidates are just to show a start time for the interview

   Select 'Time Range From – To' if the interview slots visible to candidates are to show the duration of the interview.

4. **Minimum alteration notice period (*self schedule only)***

   This drop down shows the number of days, prior to the interview date, that the candidate can go in to the interview slots, via self schedule, and change the time of the interview.

   Where the interviews are on a Monday, care should be taken to ensure that the interviews slots cannot be changed over the weekend. In this instance you may wish to consider setting the alteration period at 3 days so that from midnight the previous Thursday no more changes can be made allowing time for interview schedules to be prepared.

Interviewer Reminder

This section can be used to send reminders to the interview panel *(Figure 4.12):*

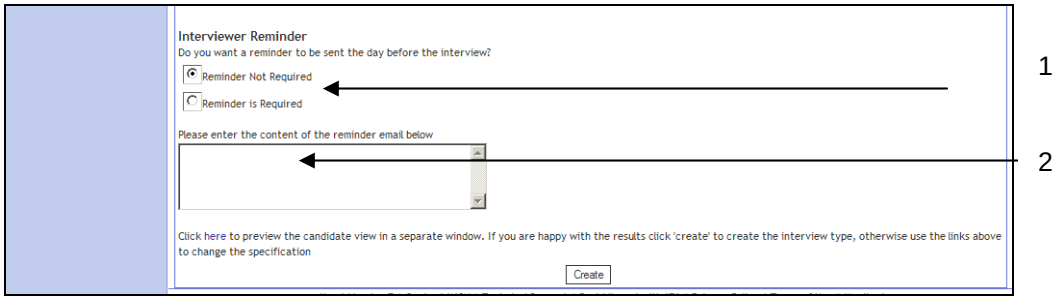
Interviewer Reminder
Do you want a reminder to be sent the day before the interview?
Reminder Not Required
Reminder is Required
Please enter the content of the reminder email below
Click here to preview the candidate view in a separate window. If you are happy with the results click 'create' to create the interview type, otherwise use the links above to change the specification
Create
1
2

Figure 4.12 : Creating interviews – Advanced Options- Interviewer Reminder

1. Indicate where an email reminder is to be sent to the interview panel the day before the interviews.

2. Enter the content of the email reminder that will be generated to the interviewer.

Click on create to generate the interview schedule *(Figure 4.13)*

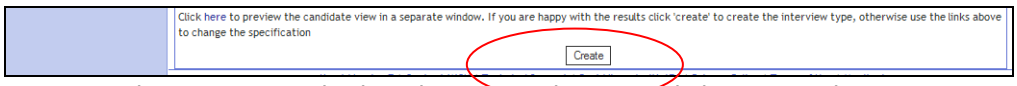
Click here to preview the candidate view in a separate window. If you are happy with the results click 'create' to create the interview type, otherwise use the links above to change the specification
Create

Figure 4.13 : Creating interviews – Interviewer Reminder – Create button

Interview Creation Summary

Once the interviews have been created, the following interview summary will be generated. From here you can create interview slots and upload additional information for candidates. *(Figure 4.14)*

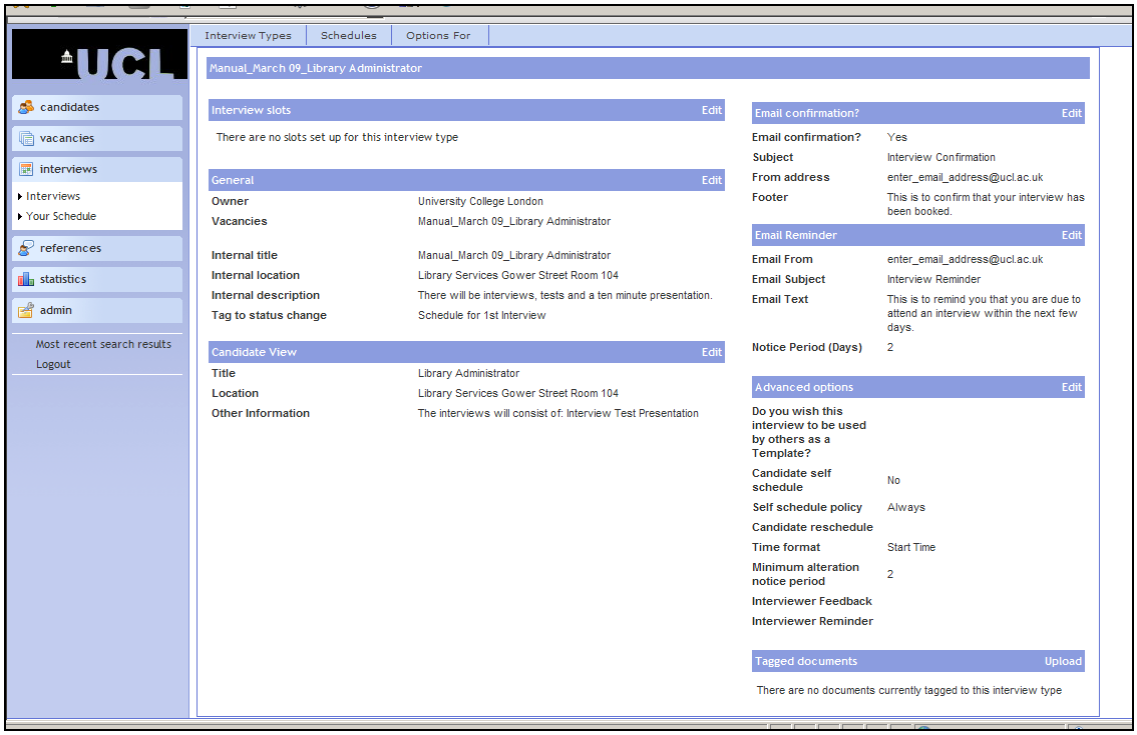

Figure 4.14 : Creating interviews – Interview Summary

Creating Interview Slots

To create interview slots, from the interview summary screen, click on 'Edit' within the Interview slots section. *(Figure 4.15)*

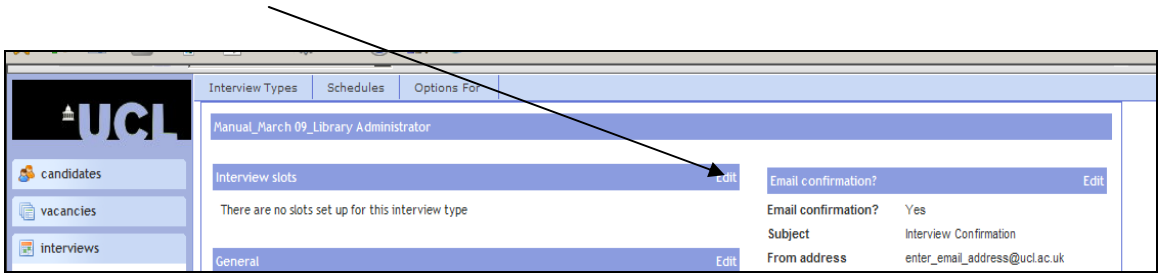

Figure 4.15 : Creating interviews – Interview Slots

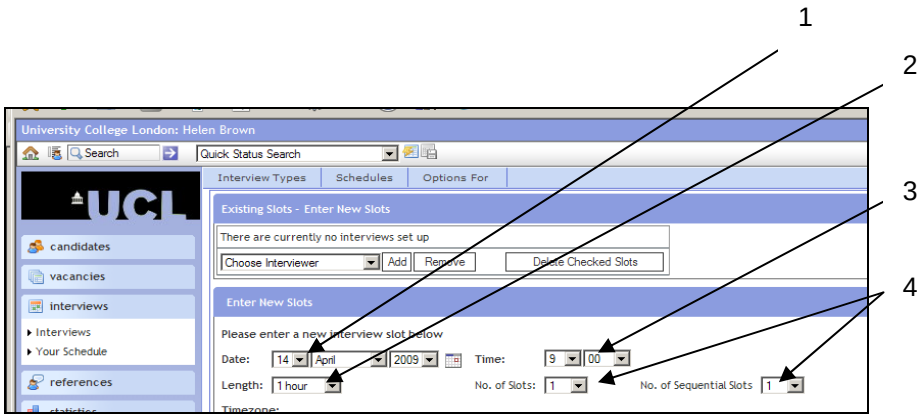

Figure 4.16 : Creating interview slots : Enter New Slots

Enter the following information:

- **Date**

  Enter the date of the interviews – either by using the drop down menus or selecting the date on the calendar.

- **Length**

  Enter the duration of the interviews. The length should include any breaks required between interviews. (eg. a 45 minutes interview with a 15 minute break between interviews would be entered with a length of 1 hour).

- **Time**

  Enter the start time for the first interview. Any interview slots will be calculated based on the start time and the length.

- **Number of Slots**

  No. of. Slots

  Where this option is used, this will create a number of slots that will all commence at the time entered. (eg. If you wish 2 candidates to attend at 09:00, you would select 4 slots at 09:00). *(Figure 4.17)*

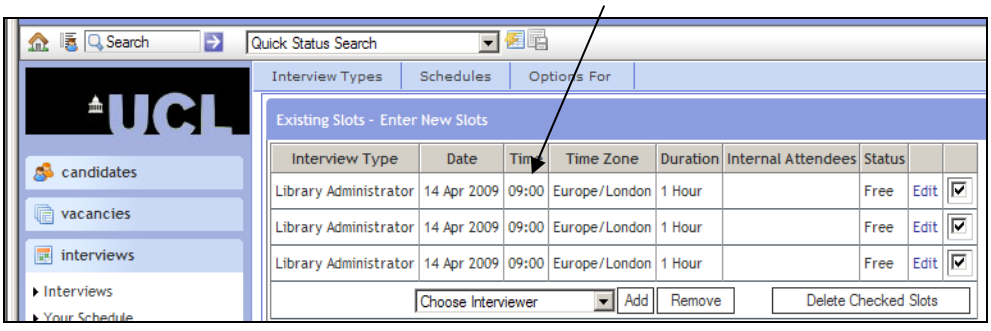

Figure 4.17 : Creating interview slots : Number of Slots : No.of.Slots

No. of. Sequential Slots

Where this option is used, this will create a number of sequential interview slots that will follow on from each other based on the start time and the length of the interviews. (eg. where the start time is entered as 09:00 and the length is 1 hour, slots will be created for 09:00, 10:00, 11:00 etc.). *(Figure 4.18)*

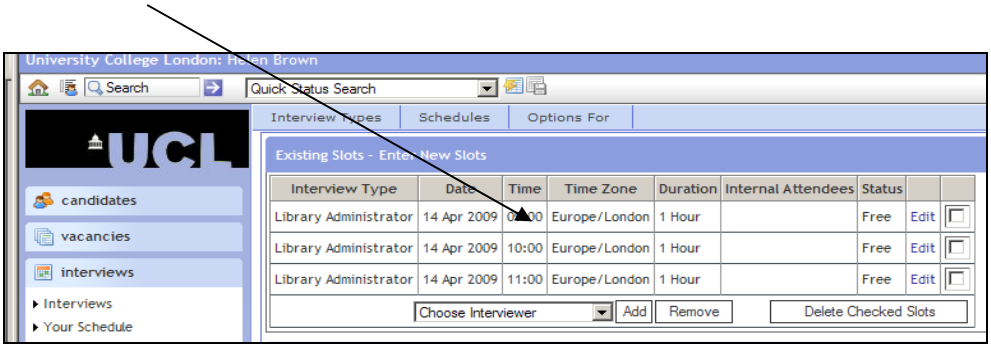

Figure 4.18 : Creating interview slots : Number of Slots : No. of. Sequential Slots

Inclusion of Lunch breaks

Where a lunch break is required, the number of slots entered should be for the morning session. Once these have been created, change the start time of the interviews to the first slot of the afternoon, select the correct number of slots and create the afternoon interview times.

Set up the interview panel by selecting the names from the drop down lists *(Figure 4.19)*

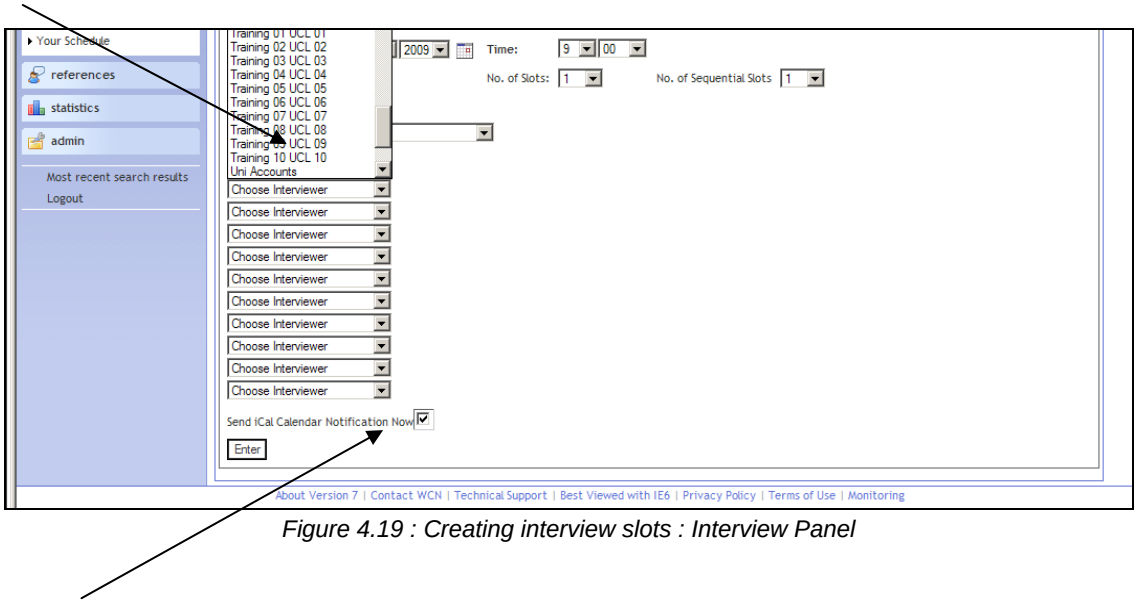

Figure 4.19 : Creating interview slots : Interview Panel

ICal Calendar Notification

Where this box is ticked this will set up the dates of the interviews in the interview panel calendars via email notifications. When an interview slot is booked or changed a further email will be sent. Where this box is not ticked, no notifications will be sent. However, once a candidate has then been booked in to an interview slot, the interview panel will receive email notifications and their respective calendars will be populated accordingly.*(Figure 4.19)*

Choose Interviewer
Send iCal Calendar Notification Now
Enter
About Version 7 | Contact WCN | Technical Support | Best Viewed with IE6 | Privacy Policy | Terms of Use | Monitoring

Figure 4.20 : Creating interview slots : Enter

Once the interview slots have been created, click on enter *(Figure 4.20)*. Where morning and afternoon slots are required, enter will need to be clicked to create each session of interview slots.

Once enter has been clicked, this page will not clear.

Deleting Interview Slots

To delete interview slots, select the slots to be deleted by ticking the box on the right hand side of the relevant slot and clicking on 'Delete checked slots' *(Figure 4.21)*

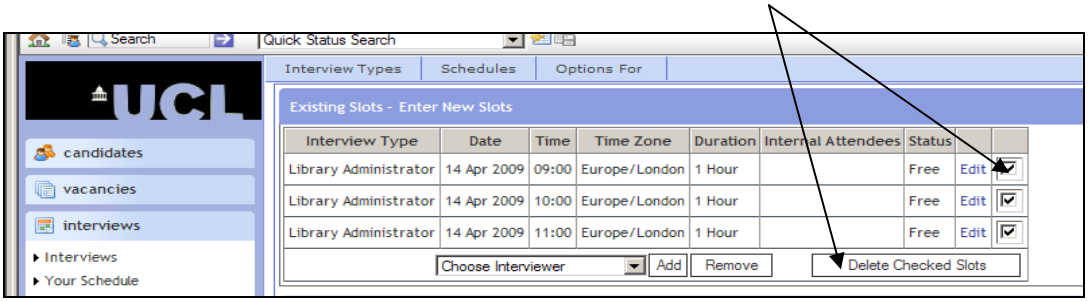

Figure 4.21 : Deleting Interview Slots

Adding Interview Panel Members

To add an individual as a member of the interview panel, tick the interview slots, click on 'Choose Interviewer' and select the name of the individual to be added and click on 'add'. *(Figure 4.22)*

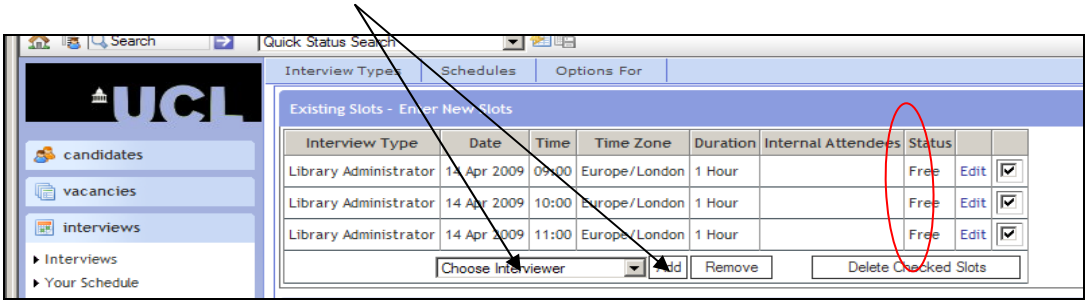

Figure 4.22 : Adding Interview Panel Members

Deleting Interview Panel Members

To delete an individual from the interview panel, tick the interview slots, click on 'Choose Interviewer', select the name of the individual who is to be removed from the interview panel and click on Remove. *(Figure 4.23)*

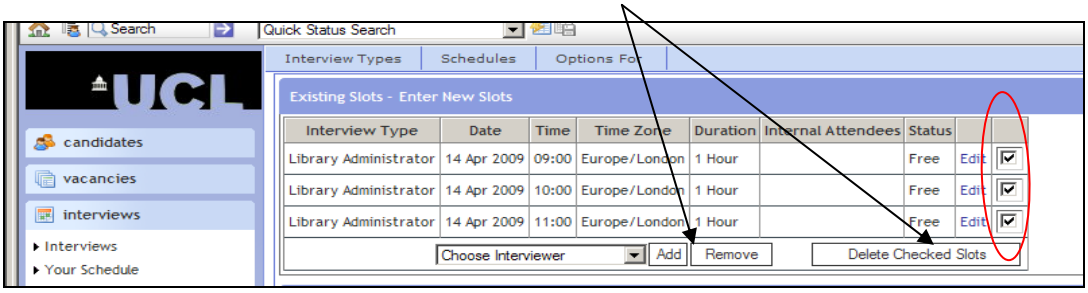

Figure 4.23 : Deleting Interview Panel Members

Uploading Additional Information

There are 2 ways to attach documents regarding the interviews. There are:

- **Via the Interview Summary**

  From the interview summary, click on 'upload' from the Tagged Documents section. *(Figure 4.24)*

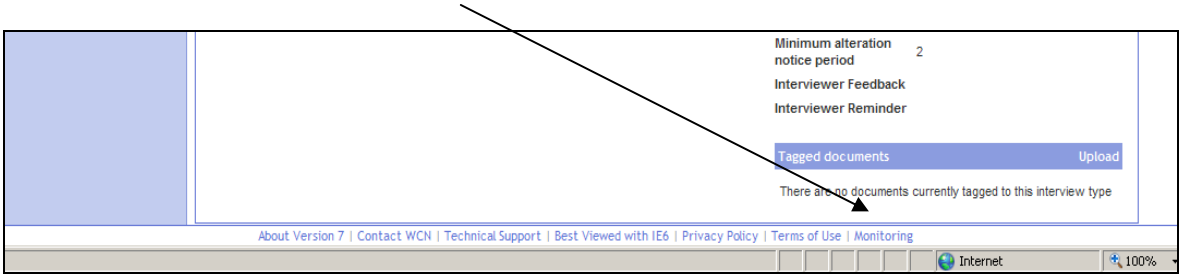
Minimum alteration notice period
2
Interviewer Feedback
Interviewer Reminder
Tagged documents
Upload
There are no documents currently tagged to this interview type
About Version 7 | Contact WCN | Technical Support | Best Viewed with IE6 | Privacy Policy | Terms of Use | Monitoring
Internet
100%

Figure 4.24 : Interview Summary : Upload Documents

Complete the following information *(Figure 4.25)*:

Title
The title of the document as it is to appear to the candidate. The wording entered here will be visible as a hyperlink for the candidate to click on to access the document.

Description
Enter a description for the attached document.

File
Select the file to be uploaded and visible to the candidate

Add
Click on add to attach the file and return to the previous screen

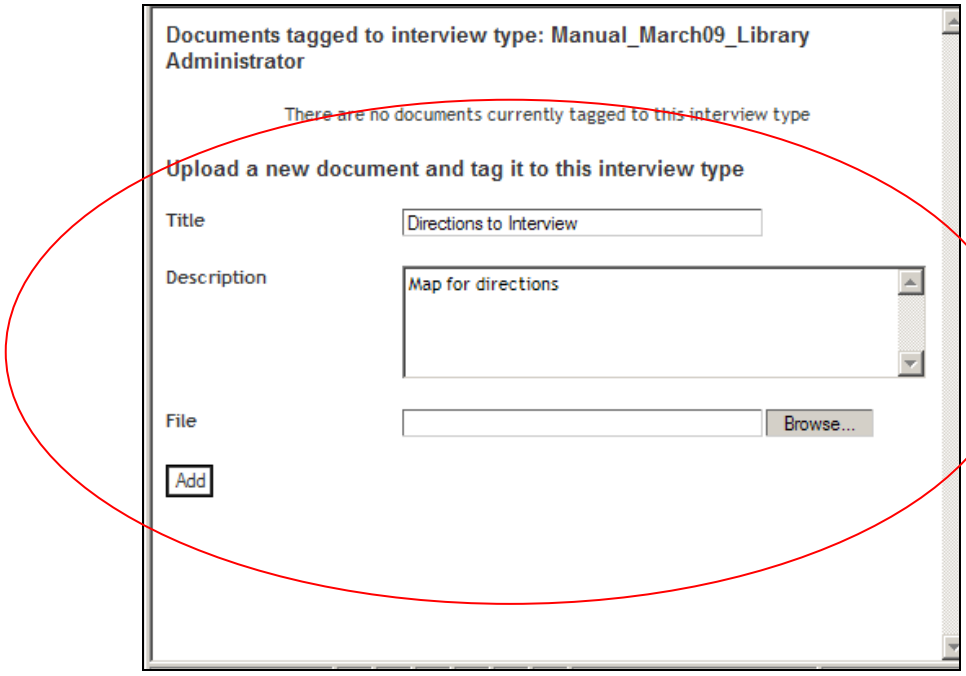

Figure 4.25 : Interview Summary : Attaching document

Once the page has been refreshed, the attached document will be shown in the 'Tagged Documents' section *(Figure 4.26).*

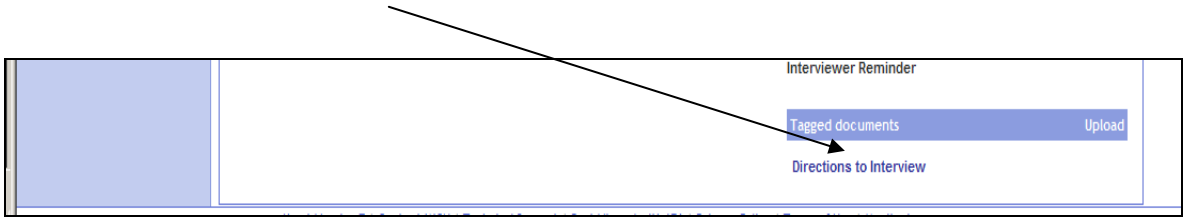

Figure 4.26 : Interview Summary Viewing Attached Documents

2. Via the Option Menu *(Vacancy Summary)*

From the Vacancy Summary, chose 'Options for …….' from the top menu *(Figure 4.27)* and select uploaded documents from the drop down menu.

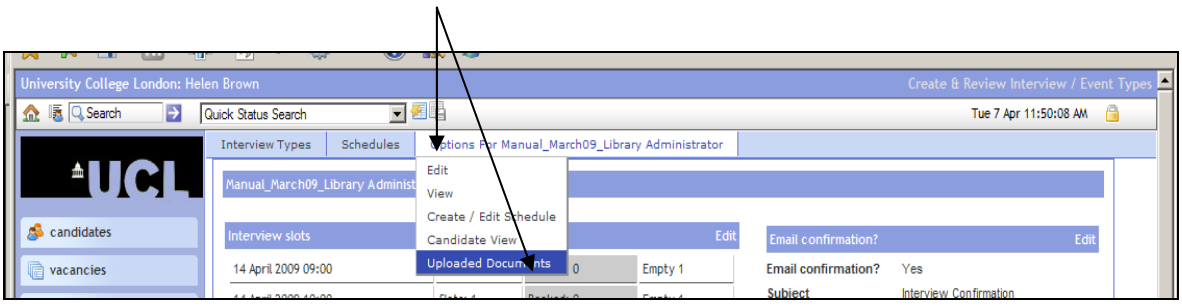

Figure 4.27 : Interview Summary : Attaching Documents

Complete the following information *(Figure 4.28)*:

Title
The title of the document as it is to appear to the candidate. The wording entered here will be visible as a hyperlink for the candidate to click on to access the document.

Description
Enter a description for the attached document.

File
Select the file to be uploaded and visible to the candidate.

Add
Click on add to attach the file and return to the previous screen.

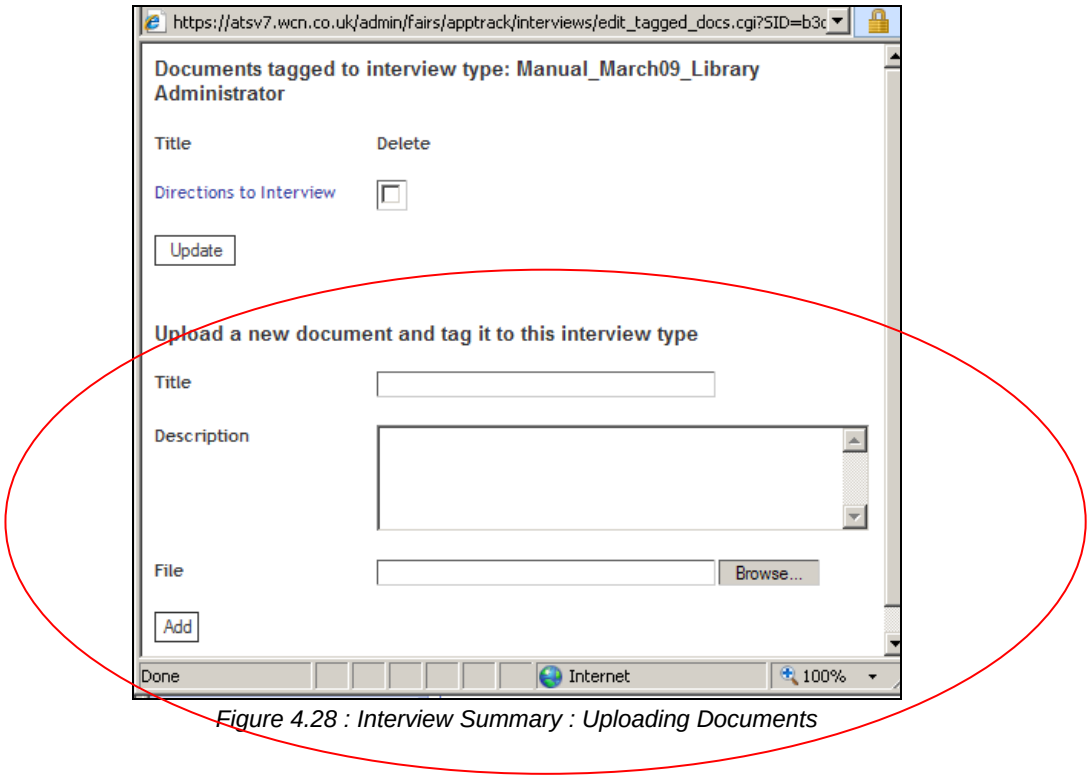

Figure 4.28 : Interview Summary : Uploading Documents

Editing Interview Setup

Option 1
Any section of the interviews that have been created can be updated via the interview Summary. From the home page, to access the interview summary, go to the interviews section, click on interviews and chose the vacancies for the interview summary that you want to view / update. *(Figure 4.29)*

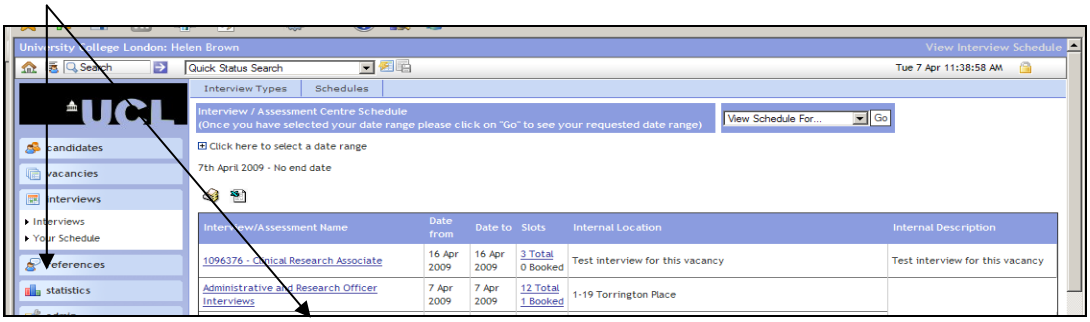

Figure 4.29 : Accessing the Interview Summary

Once the vacancy has been selected the vacancy summary screen will appear. Click on 'Edit' within the section that you want to make changes. *(Figure 4.30)*

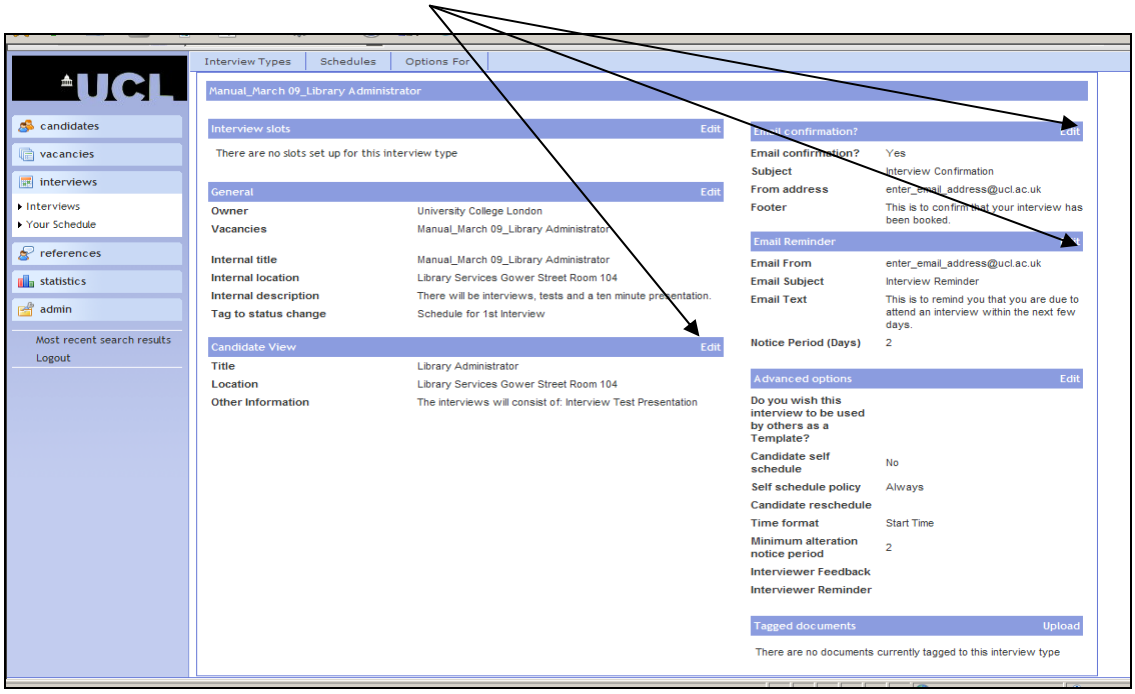

Figure 4.30 : Interview Summary – Editing the interview set up

Option 2

From the Vacancy Summary, chose 'Options for …….' from the top menu *(Figure 4.31)* and select 'Edit' from the drop down menu. This will go back to the screens used to create the interviews which can then be edited.

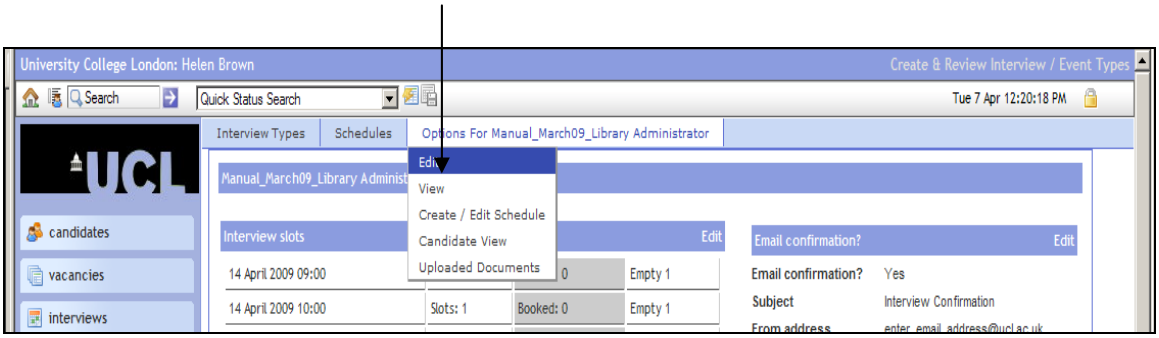

Figure 4.31 : Interview Summary – Editing the interview set up

Deleting Attached Documents

Once documents have been attached, these can be deleted.

From the Vacancy Summary, chose ‘Options for …….’ from the top menu *(Figure 4.32)* and select uploaded documents from the drop down menu.

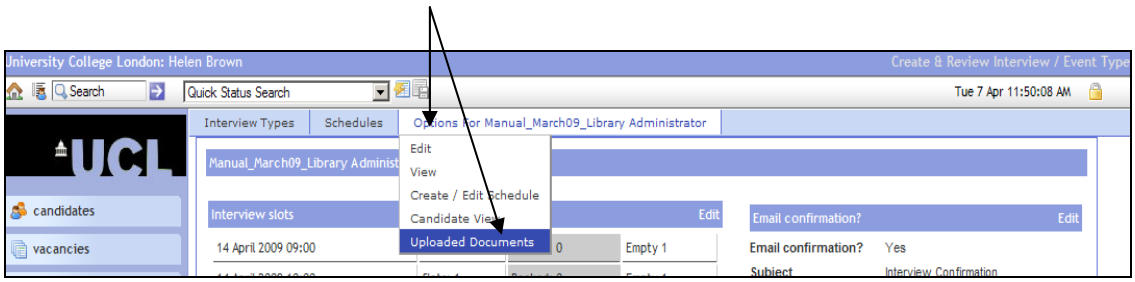

Figure 4.32 : Interview Summary : Deleting Attached Documents

Tick the delete box next to the document to be deleted and click on update (*Figure 4.33).*

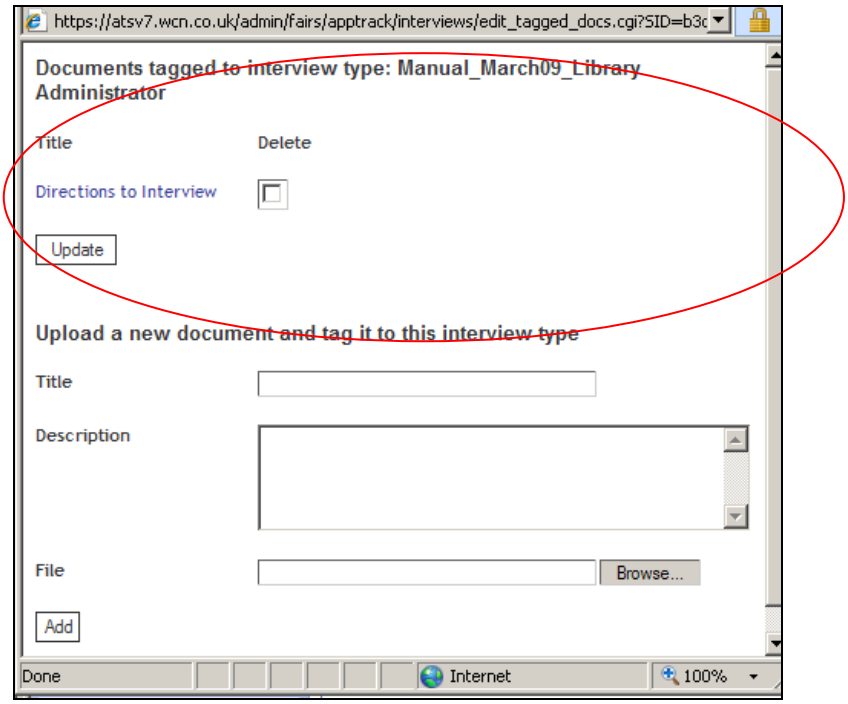

Figure 4.33 : Interview Summary : Deleting documents

Copying Interviews

From the home page, go to the interviews section, click on interviews, go to 'Interview Types' on the top menu and from the drop down list select 'copy existing'. *(Figure 4.34)*

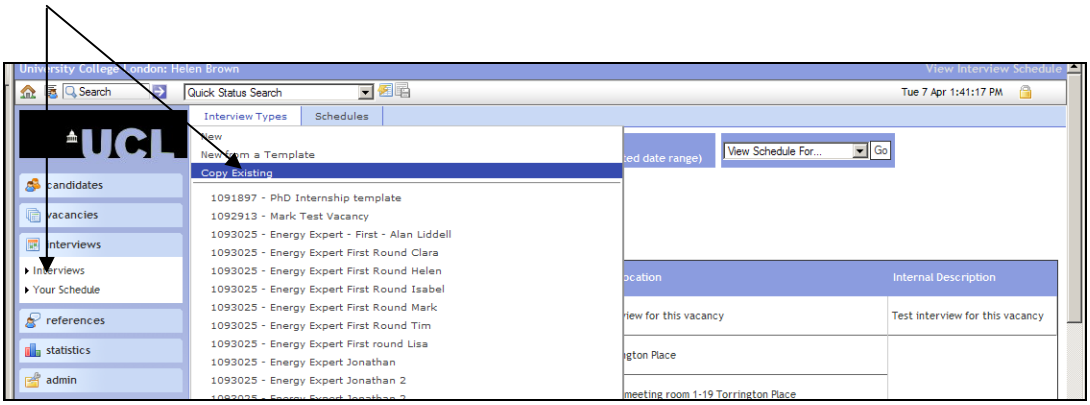

Figure 4.34 : Copying Interviews

The details of the interviews created against the vacancy chosen will populate with the following message: *(Figure 4.35)*

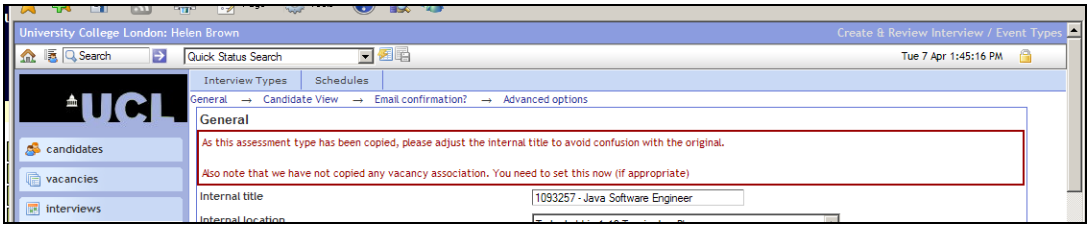
University College London: Helen Brown
Create & Review Interview / Event Types
Search
Quick Status Search
Tue 7 Apr 1:45:16 PM
Interview Types
Schedules
General → Candidate View → Email confirmation? → Advanced options
General
As this assessment type has been copied, please adjust the internal title to avoid confusion with the original.
Also note that we have not copied any vacancy association. You need to set this now (if appropriate)
Internal title
1093257 - Java Software Engineer
candidates
vacancies
interviews

Figure 4.35 : Creating interviews from copies interview schedule

As a minimum, the copied interviews will require the following actions:

- A new unique interview title.
- Tagging to the appropriate vacancy at the bottom of the General screen.

Check the remainder of the interview schedule and update the information accordingly.

Viewing Interview Schedules

To view interview schedules, from the home page, go to the interviews section and left hand side of the menu and select 'Your Schedule' *(Figure 4.36)*

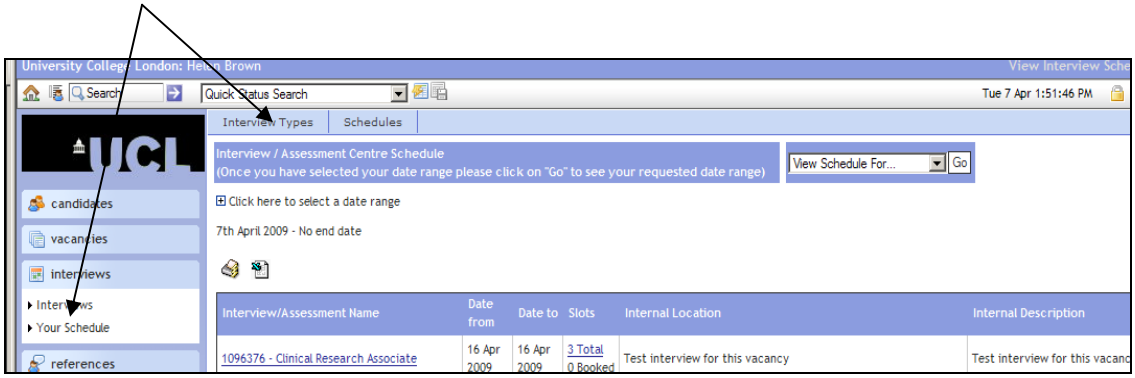

Figure 4.36 : View Interview Schedules

This will return a list of any vacancies to which you have been given access.

The screen below *(Figure 4.37)* will populate and show the following information:

1. **Interview / Assessment Name**
   The title of the vacancy to which the interview apply. If you click on the vacancy title this will take you through the interview summary.

2. **Date from**
   The start date of the interviews

3. **Date to**
   The last date of the interviews. This may be the same where the interviews are all in the same day.

4. **Slots**
   This will show the number of slots created in total and the number of slots that have been booked.

5. **Internal Location**
   This will show the internal location for the interviews, as created as part of the interview 'General' information when setting up the interviews.

6. **Internal Description**
   This will show the internal description for the interviews, as created as part of the interview 'General' information when setting up the interviews.

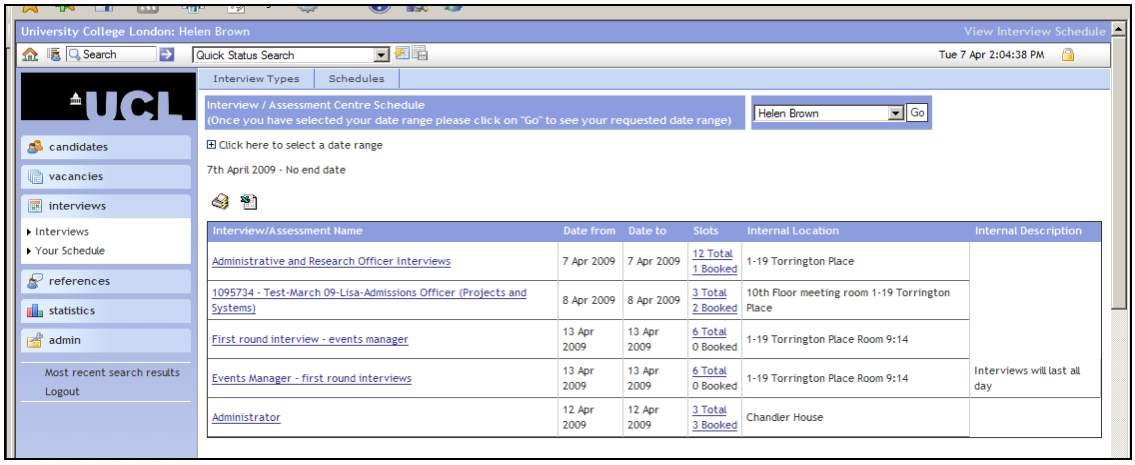

Figure 4.37 : Viewing interview schedules

Printing Interview Schedules

A copy of the interview schedule can be printed by click on ‘Slots’ and ‘Total’, highlight the booking schedule and cut and paste this across in to Microsoft word

Candidate Information

Candidate information can be accessed via the ‘candidates’ area from the main menu *(Figure 5.0)*

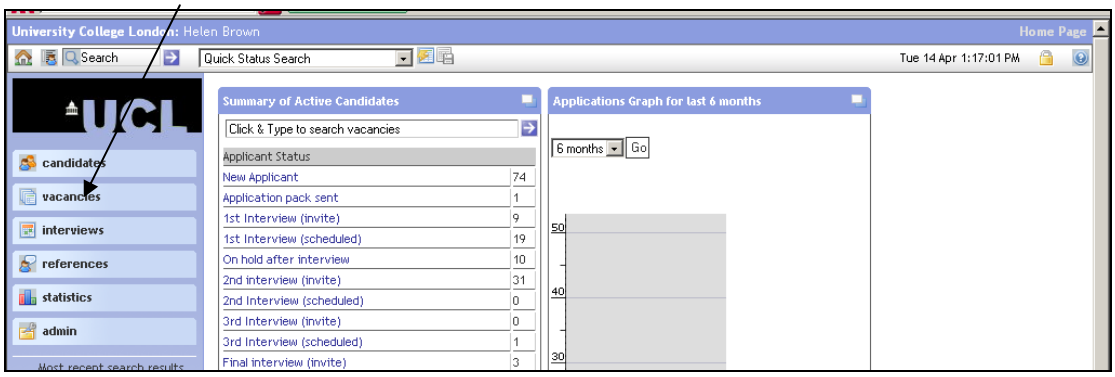

Figure 5.0 : Candidates Menu from main menu

The ‘candidates’ section provides the following functionality:

- Searching for a candidate
- Filter/searching all candidates
- Adding a candidate in to the system
- Candidate alerts
- Search by name

Searching for a Candidate

To search for candidates, select ‘Search candidates’ from the ‘candidates’ menu *(Figure 5.1)*:

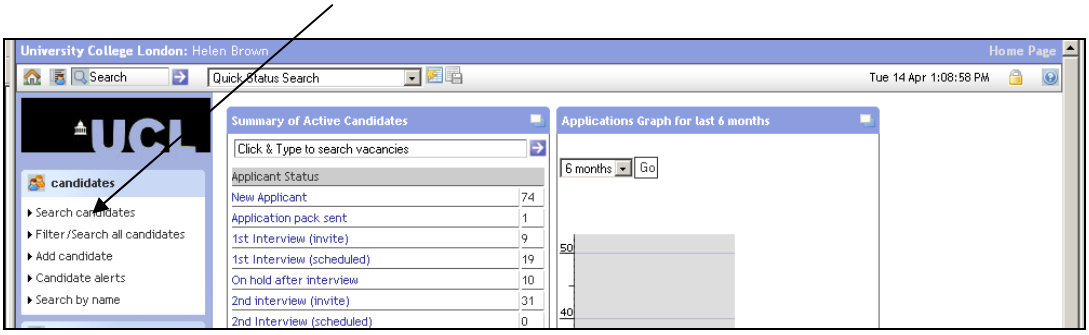

Figure 5.1 : Searching for Candidates

Candidate Criteria

Once 'Search candidates' has been selected, this will take you to the 'Candidate Criteria' screen. *(Figure 5.2)*

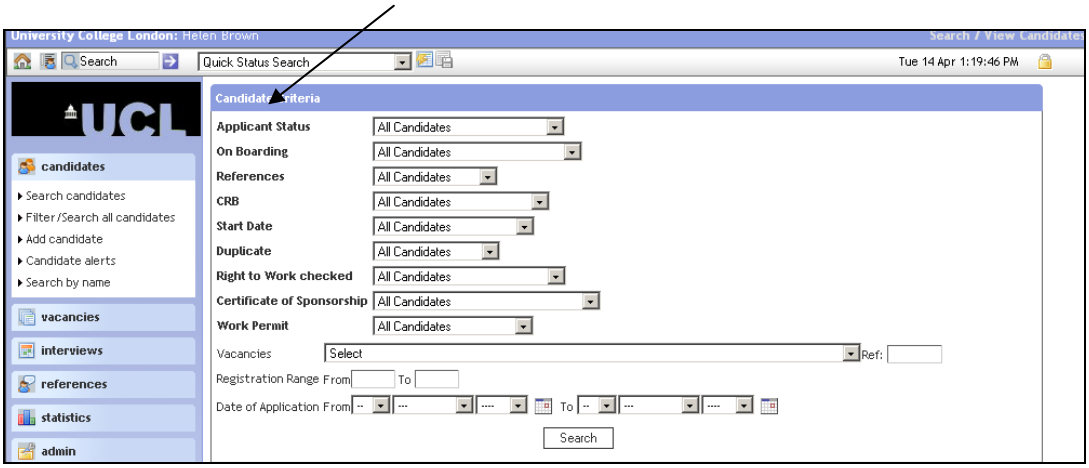

Figure 5.2 : Searching for Candidates : Candidate Criteria

Candidates can be searched for on various criteria and either one or more criteria can be used to create a search. The search will return details of candidates based on all vacancies that you have access to. This search can be refined by selecting the vacancy from the 'Vacancies' drop down list that the search applies to. The information displayed for the results can be refined – see the 'display criteria' section.

The Candidate Criteria provides searches on the following information:

Applicant Status

This allows searches to be made based on a particular status (eg. New applicant). Where used as a singular field, this will return all applicants on a particular status for any vacancies to which you have access.

On Boarding

This will provide a list of candidates who are at the 'On boarding' stage in the recruitment process. On boarding will only be available for successful candidates. This status is more relevant for the Human Resources Division.

References

This will provide a breakdown of candidates based on the status of the reference process chosen.

CRB

This will provide a breakdown of candidates based on the status selected in relation to the Criminal Bureau Records check process.

Start Date

This will provide a breakdown of candidates based on the start date status' applied.

Duplicate

This provides a breakdown of candidates where a particular duplicate status has been applied to the candidates record.

Right to Work Checked

This provides a breakdown of candidates based on whether a particular 'Right to Work' status has been applied to the candidates record.

Certificate of Sponsorship

This provides a breakdown of candidates based on whether a particular 'Certificate of Sponsorship' status has been applied to the candidates record.

Work Permit

This provides a breakdown of candidates based on whether a particular 'Work Permit' status has been applied to the candidates record.

Vacancies

This allows a search to be narrowed down by a particular vacancy. This will allow the search to return all candidates for a particular vacancy who are on a specific status.

Registration Range From

This will provide a list of candidates who had registered on the system during a particular date range.

Date of Application From – To

This will provide a list of candidates who applied for a vacancy during the specified date range.

Once the criteria has been entered click on the search *(Figure 5.3)*

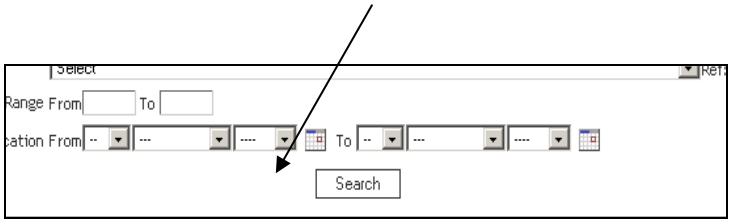

Figure 5.3 : Searching for Candidates : Executing Search

The results of the search will be displayed *(Figure 5.4)* and the functionality from this point is the same as processing applicants.

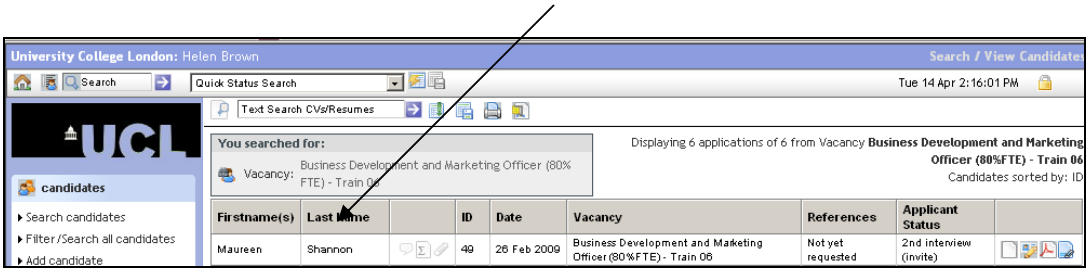

Figure 5.4 : Searching for Candidates : Search Results

Where the search returns no matches, the message 'No candidates match' will be displayed *(Figure 5.5).* After a couple of minutes, the system will return to the search screen. Do not push the back button at this point.

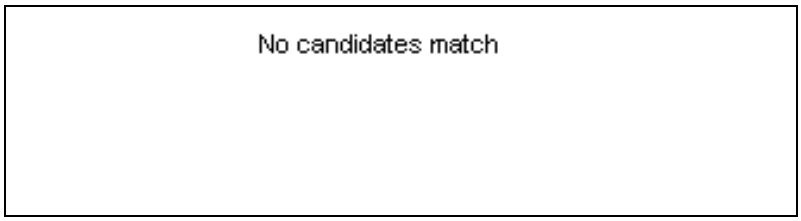

Figure 5.5 : Searching for Candidates : No results returned

Display Criteria

This section allows the results returned from the candidate criteria to be refined and displays particular information in a specific order. *(Figure 5.6)*

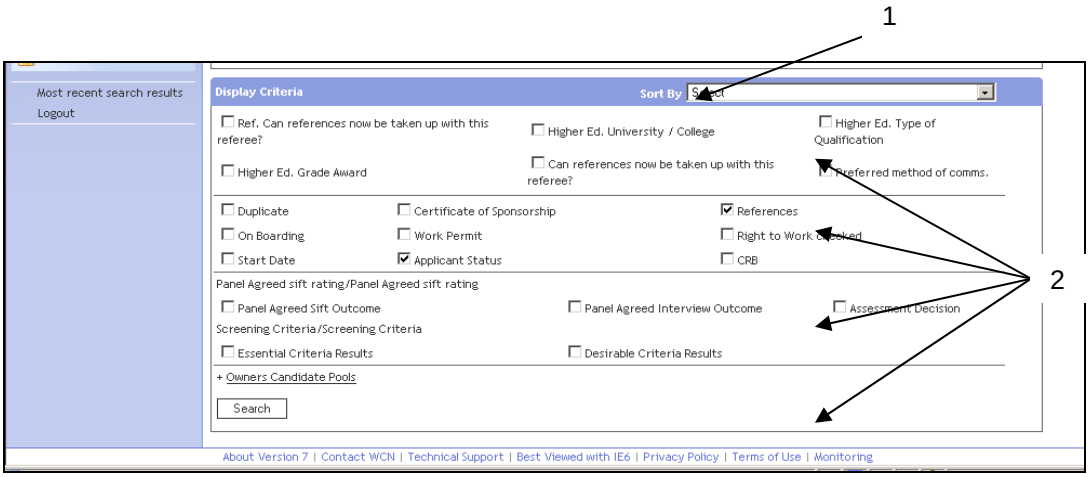

Figure 5.6 : Searching for Candidates : Display Criteria

1. **Sort By:** This allows the results of the search to be displayed in a particular order including name, preferred method of communication and the outcome of the panel short listing.

2. These sections provide details of the information that can be included in the search results. To select a particular piece of information to be included a tick needs to be inserted in the relevant box. The information available includes:

- Information regarding Higher education qualifications, place of study
- Status information for certain actions including on boarding, certificates of sponsorship, right to work and Criminal Records Bureau (CRB)
- Outcomes of the results recorded by panel members including essential and desirable criteria results
- Owners candidate pool – this provides a breakdown of departments / faculties / divisions that the user has access to and allows a search to be done for all vacancies to which the user has access to within a particular department.

Once the criteria has been entered click on the search *(Figure 5.7)*

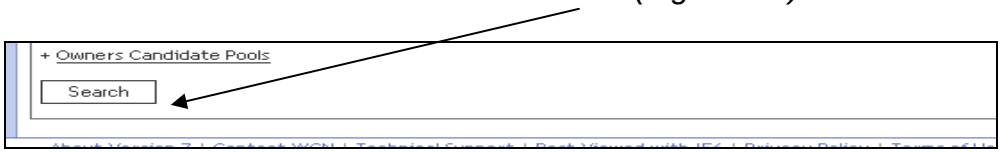

Figure 5.7 : Display Criteria : Executing Search

Filter / Search All Candidates

This allows a search to be executed based on specific criteria *(Figure 5.8)*. Until the criteria is refined, the searches are on all candidates for vacancies to which the user has been given access. This functionality also allows searches to include candidates from archived recruitment campaigns.

To access this search facility, click on 'Filter/Search all candidates' from the main menu (*Figure 5.8).*

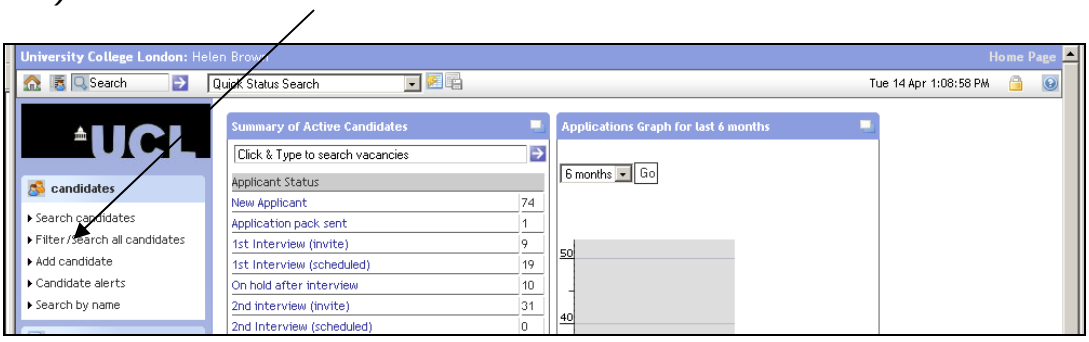

Figure 5.8 : Searching for Candidates

A free text search can be made against any CVs/Resumes that have been attached to a candidate application.

To execute the search, enter the word to be search and click on the arrow to the right of the free text box (*Figure 5.9).*

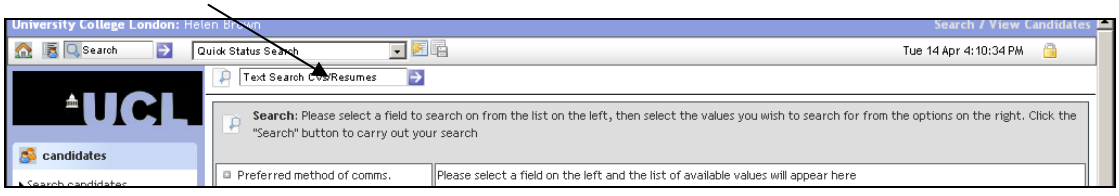
University College London: Helen Brown
Search / View Candidates
Search
Quick Status Search
Tue 14 Apr 4:10:34 PM
Text Search CVs/Resumes
UCL
candidates
Search: Please select a field to search on from the list on the left, then select the values you wish to search for from the options on the right. Click the "Search" button to carry out your search
Preferred method of comms.
Please select a field on the left and the list of available values will appear here

Figure 5.9 : Filter/ Search all candidates – Text Search CV/Resumes

The results will return any candidate who has applied to a vacancy to which the user has access that contains the words entered for the search.

To create a search, click on the main category that the search is to be based on (eg. Vacancies). This will produce a list of sub categories that can be hosen, either as a succession of tick boxes or a list of values (*Figure 5.10).*

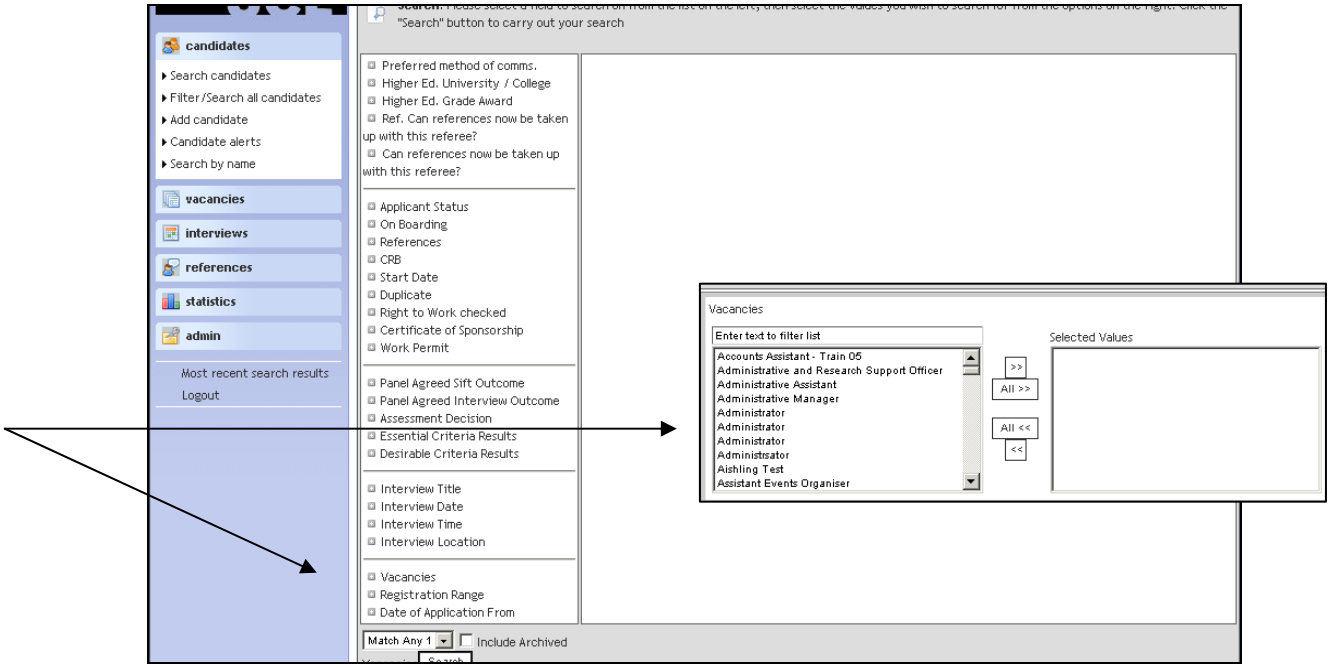

Figure 5.10 : Filter/ Search all candidates – Creating a search

Select as many criteria as the search is to be based on. Prior to executing the search, define how many of the search criteria are to be matched for the candidate to be returned (*Figure 5.11).*

Vacancies
Registration Range
Date of Application From
Match Any 1
Include Archived
Match Any 1
Match Any 2
Match Any 3
Match Any 4
Match Any 5
Match Any 6
Match Any 7
Contact WCN | Technical Support | Best Viewed with IE6 | Privacy Policy | Terms of Use | Monitoring

Figure 5.11 : Filter/ Search all candidates – Specifying number of match criteria

As part of this search, candidates from archived vacancies can also be returned. To include candidates from archived recruitment campaigns tick the 'Include Archived' box *(Figure 5.12).*

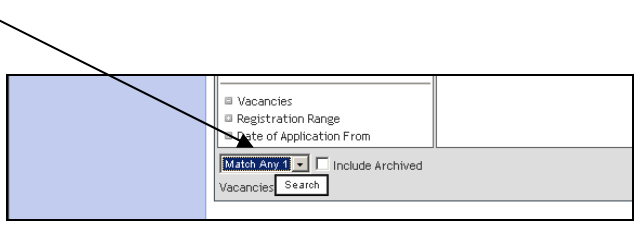

Figure 5.12 : Filter/ Search all candidates – include archived records

Once the search and match criteria have been entered, click on search to execute the query: *(Figure 5.13)*

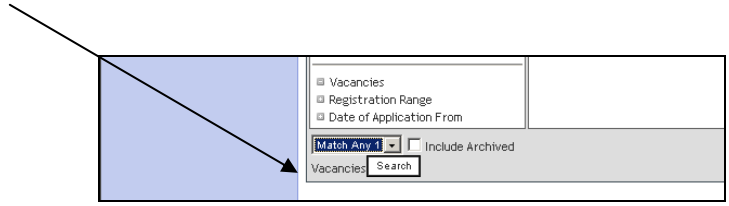

Figure 5.13 : Filter/Search all candidates – Executing the search

Add Candidate

When a candidate applies for a vacancies on a paper based application form, a certain amount of basic information needs to be added to the system to allow the applicant to be processed via the system and any automated letters / emails to be system generated together with all the applicants who applied online.

To enter the candidates information, from the main menu, click on 'Add candidate' from the candidate area *(Figure 5.14):*

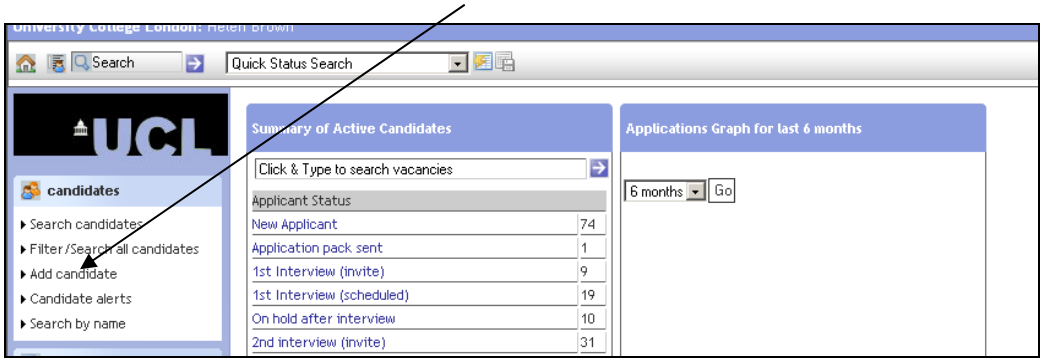

Figure 5.14 : Candidates menu : Add candidate

Prior to entering the candidate information an account needs to be created on behalf of the candidate. Where the candidates email address is known, enter the email address only and click on search. *(Figure 5.15)*

Where the email address is not known, enter the candidates first name and last name and click on search. This will check for any existing candidates within the system to avoid duplication.

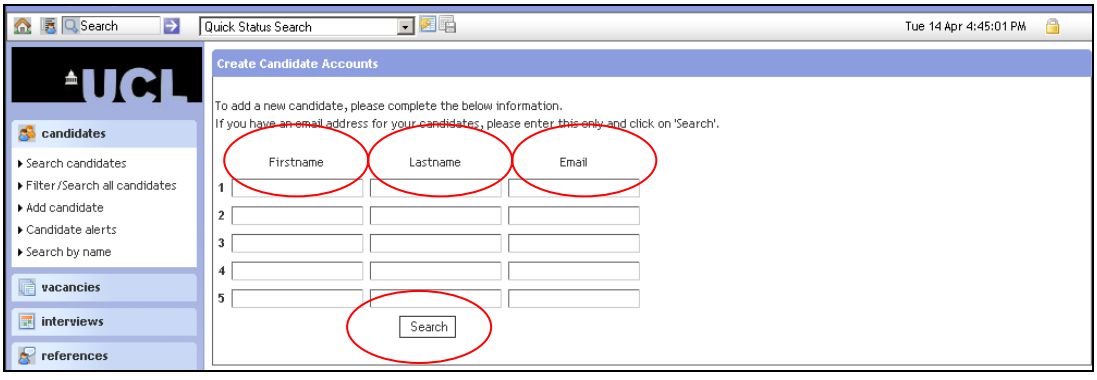

Figure 5.15 : Candidates menu : Add candidate : Create Candidate Account

Where matches are identified, the details of the candidate who already exists with the matching email address will be displayed *(Figure 5.16).*

To add this existing candidate to a particular recruitment action, click on 'Put forward for another job' on the right hand side.

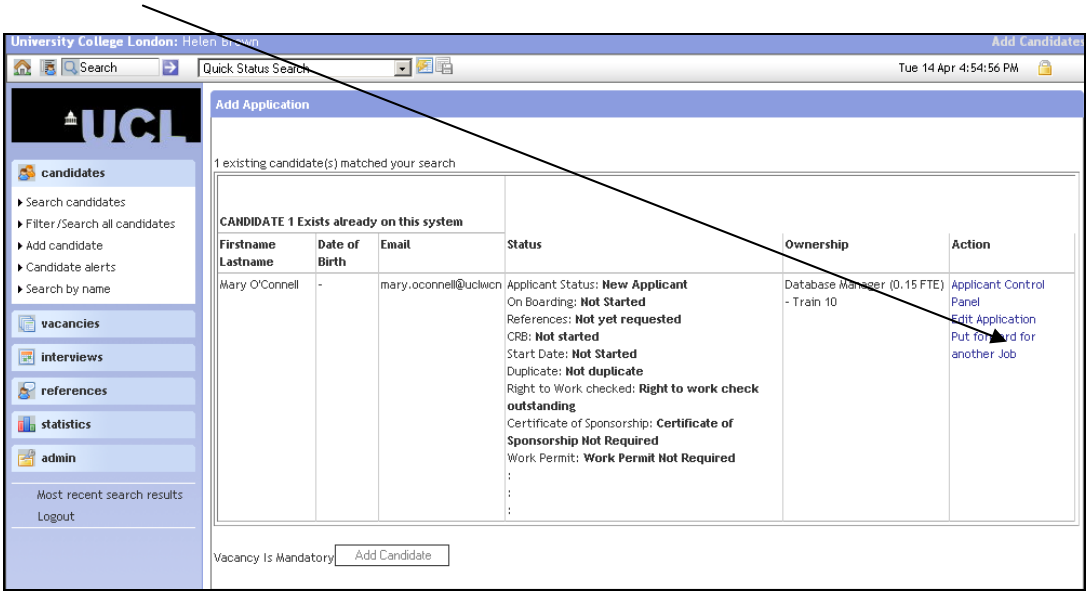

Figure 5.16 : Candidates menu : Add candidate : Search criteria match

The applicant details will populate the 'Add Candidate' field, select the appropriate vacancy to which this candidate is to be added *(Figure 5.17)* and click on 'Add Candidate' *(Figure 5.18)*

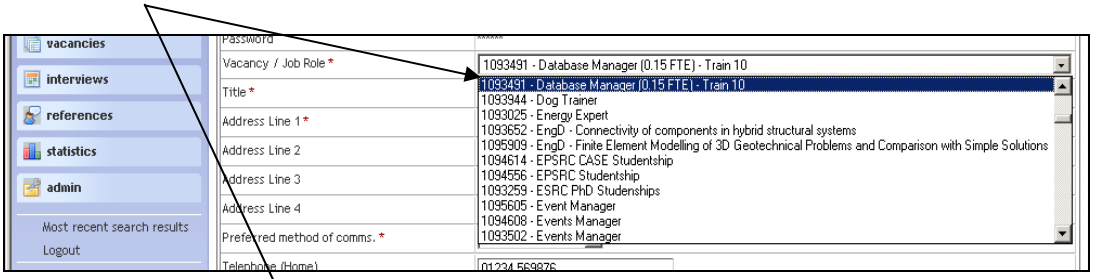
vacancies
interviews
references
statistics
admin
Most recent search results
Logout
Password
Vacancy / Job Role *
Title *
Address Line 1 *
Address Line 2
Address Line 3
Address Line 4
Preferred method of comms. *
Telephone (Home)
1093491 - Database Manager (0.15 FTE) - Train 10
1093491 - Database Manager (0.15 FTE) - Train 10
1093944 - Dog Trainer
1093025 - Energy Expert
1093652 - EngD - Connectivity of components in hybrid structural systems
1095909 - EngD - Finite Element Modelling of 3D Geotechnical Problems and Comparison with Simple Solutions
1094614 - EPSRC CASE Studentship
1094556 - EPSRC Studentship
1093259 - ESRC PhD Studentships
1095605 - Event Manager
1094608 - Events Manager
1093502 - Events Manager
01234 569876

Figure 5.17 : Candidates menu : Add candidate : Select Vacancy

Vacancy Is Mandatory
Add Candidate
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Figure 5.18 : Candidates menu : Add candidate

Once the search has been completed, where not matches are returned, the 'Add Application' screen (*Figure 5.19)* will open.

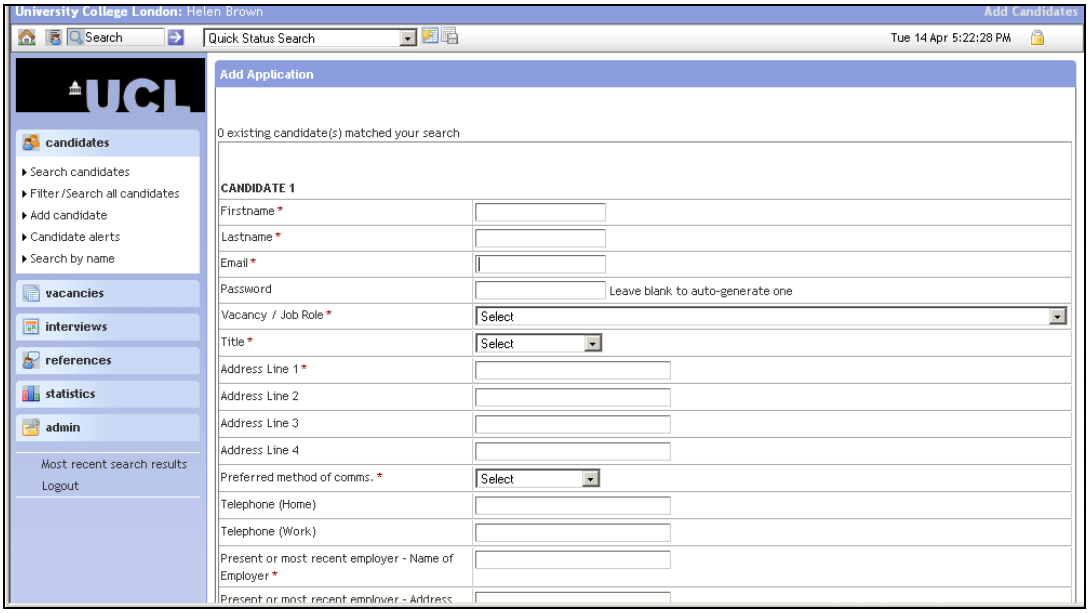


Figure 5.19 : Candidates menu : Add candidate : Add Application

Complete all the fields on this screen. Those marked with a (*) are mandatory and will need to be completed before the applicant details can be submitted.

Ensure that the correct vacancy is chosen so that the candidate can be progressed through the recruitment campaign.

The 'Present/most recent employer' information is required so that UCL can gain an understanding of where candidates is applying from.

The Equalities data is mandatory to ensure that the statistics produced at the end of the recruitment process are comprehensive and include all applicants.

Note: If the candidate does not state an email address on their application, a dummy address requires to be entered.

Enter dummy email address as first name.surname@wcn.ucl.ac.uk. The preferred method of communication should be entered as 'letter'. *(Figure 5.20)*

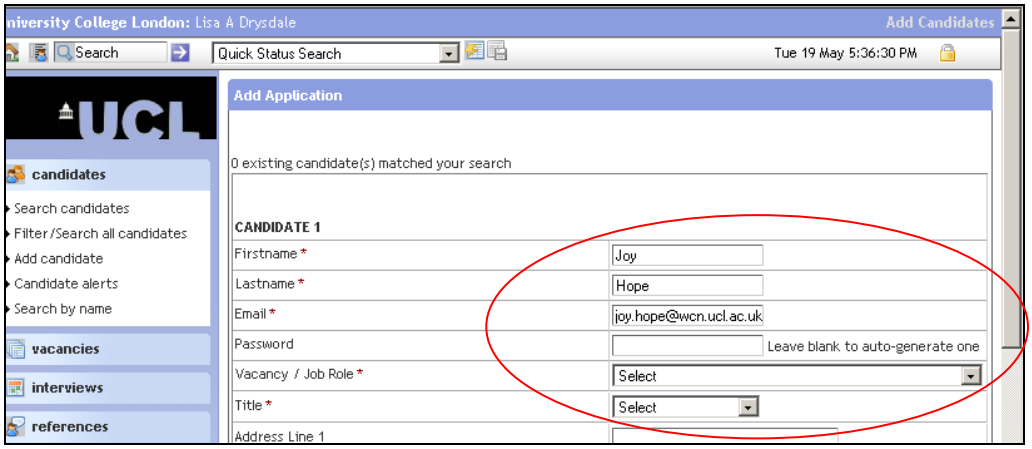


Figure 5.20: Candidates menu : Add candidate : Add Application : Email address

The ‘Applicant Status’ should always be set to ‘New Applicant’. *(Figure 5.21)*

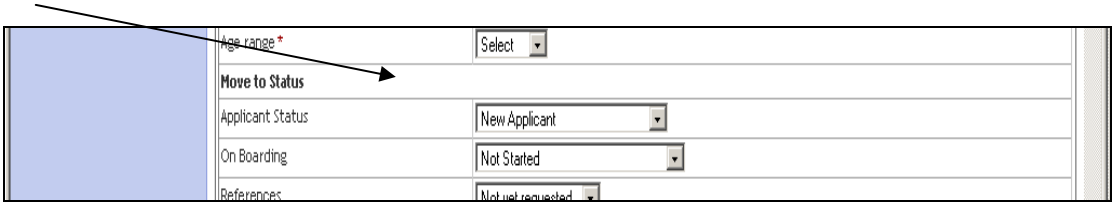


Figure 5.21 : Candidates menu : Add candidate : Add Application : Applicant Status

The remaining sub-statuses (eg. References) should be left unfilled.

Once all the fields have been completed, click on ‘Add Candidate’ *(Figure 5.22)*

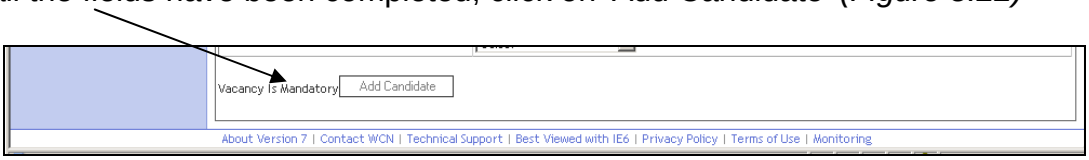

Vacancy Is Mandatory
Add Candidate
About Version 7 | Contact WCN | Technical Support | Best Viewed with IE6 | Privacy Policy | Terms of Use | Monitoring

Figure 5.22 : Candidates menu : Add candidate : Add Application : Applicant Status

Search by name

A candidate can be searched by name. This functionality can be access by clicking on ‘Search by name’ from the candidate menu from the main menu *(Figure 5.23).*

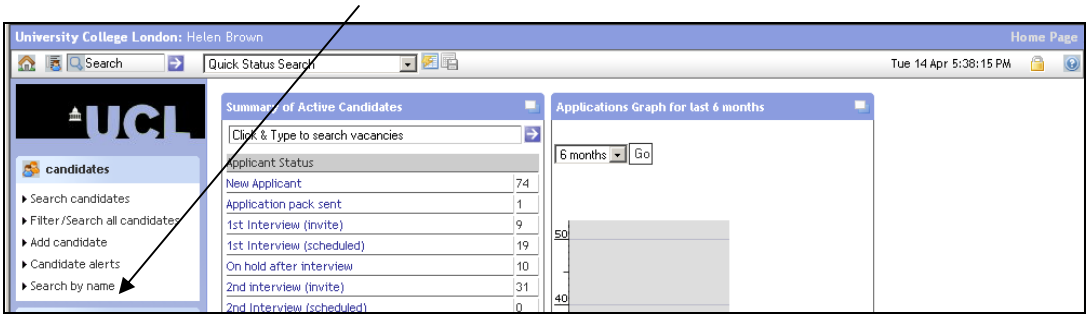


Figure 5.23 : Candidates menu : Search by name

Enter the first name and last name of the candidate and click on ‘Search’ *(Figure 5.24)*

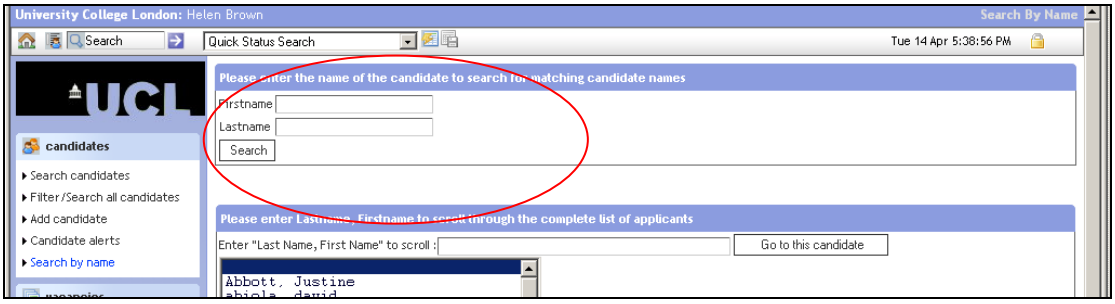


Figure 5.24 : Candidates menu : Search by name

Where a match is located, this will return a list of vacancies to which the user has access and that this candidate has applied for.

Where no matches are returned, the user will be informed that ‘No matches have been returned and to try another search’.

Where no matches are returned, an alternative way of searching for a candidate by name is to search the drop down list at the bottom of this page *(Figure 5.25).*

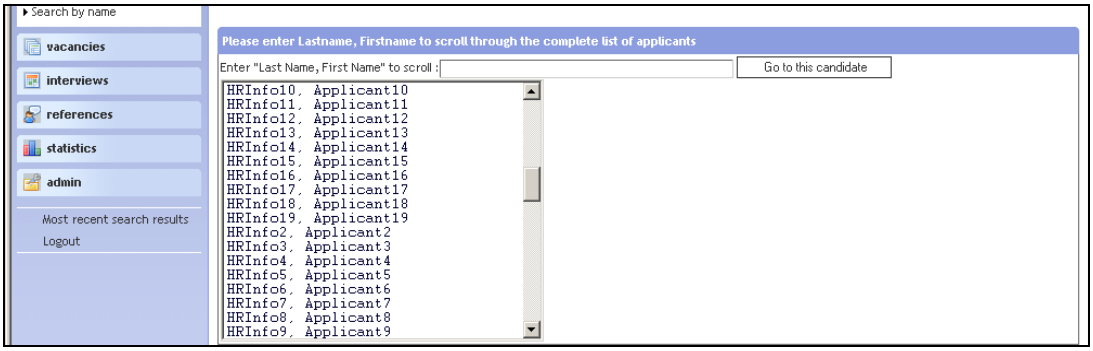


Figure 5.25 : Candidates menu : Search by name from drop down list

Scroll through the list of candidates available. Where there is a match for the individual you are searching for, select their name and click on ‘Go to this candidate’.

Where a match is located, this will return a list of vacancies to which the user has access and that this candidate has applied for.

Shortlisting and Applicant Tracking

Accessing a Candidate Application Form

The Search/View Candidate screen, also call the bulk candidate screen, shows various information regarding the candidate applications.

Locate your vacancy by selecting the vacancy from the drop down list. When you have located your vacancy hit the blue box with the arrow which will then pull through the New Applicants. *(Figure 6.0)*

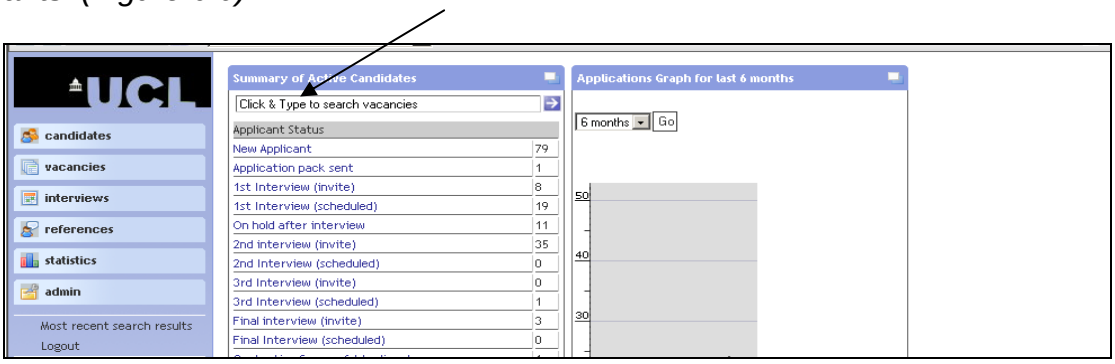


Figure 6.0 : Applicant tracking

From the menu that appears click on 'New Applicant' which progresses you through to the applicant status screen. *(Figure 6.1)*

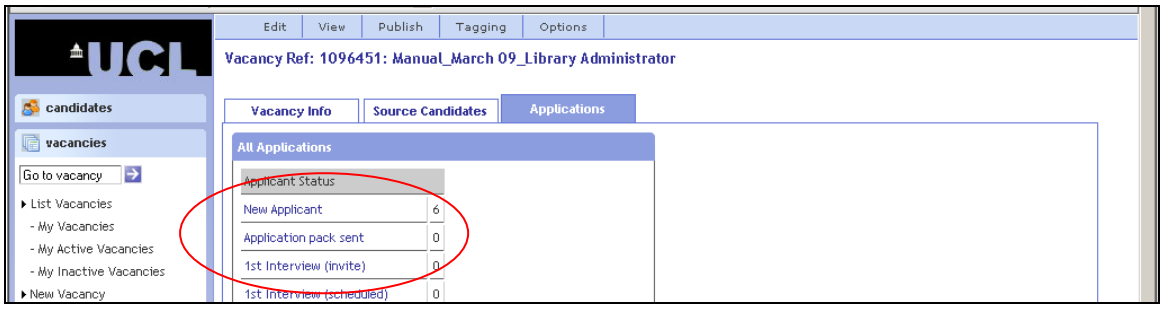


Figure 6.1 : Applicant tracking

Standard column details include:

- First name
- Last name
- Registration/ID Number
- Date the candidate submitted their application
- Vacancy Applied to
- Application Status

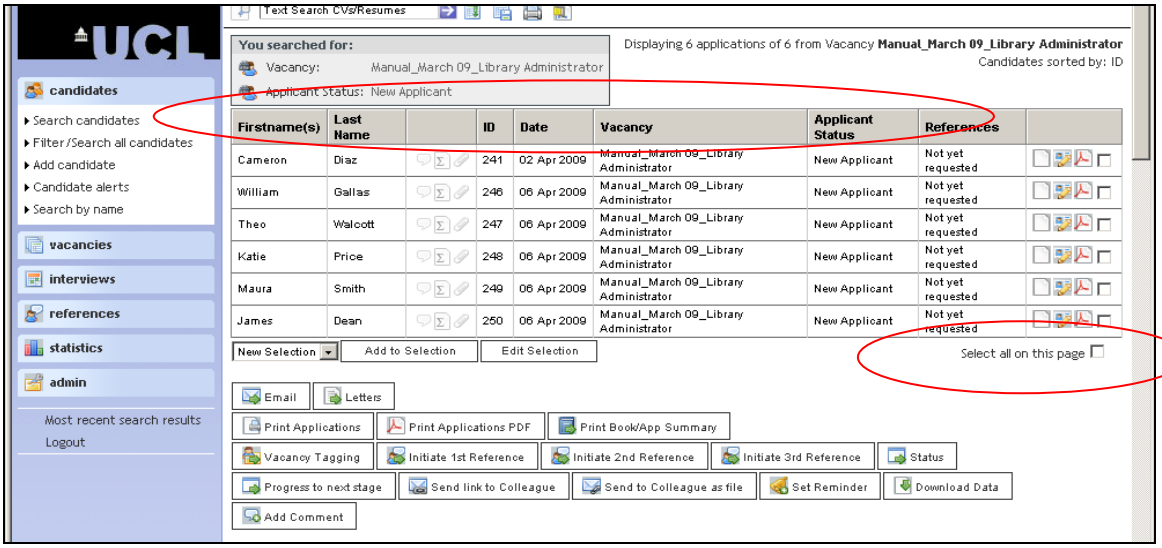

UCL
candidates
Search candidates
Filter /Search all candidates
Add candidate
Candidate alerts
Search by name
vacancies
interviews
references
statistics
admin
Most recent search results
Logout
Text Search CVs/Resumes
You searched for:
Vacancy: Manual_March 09_Library Administrator
Applicant Status: New Applicant
Displaying 6 applications of 6 from Vacancy Manual_March 09_Library Administrator
Candidates sorted by: ID
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status | References
Cameron | Diaz | 241 | 02 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
William | Gallas | 246 | 06 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
Theo | Walcott | 247 | 06 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
Katie | Price | 248 | 06 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
Maura | Smith | 249 | 06 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
James | Dean | 250 | 06 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
New Selection
Add to Selection
Edit Selection
Select all on this page
Email
Letters
Print Applications
Print Applications PDF
Print Book/App Summary
Vacancy Tagging
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Send link to Colleague
Send to Colleague as file
Set Reminder
Download Data
Add Comment

Figure.6.2 : Applicant tracking

Many Application Tracking features can be done on an individual candidate basis or in bulk by selecting ticking the box 'select all on this page' (Figure 6.2)

The buttons at the bottom of the screen relate to various options: *(Figure 6.3)*

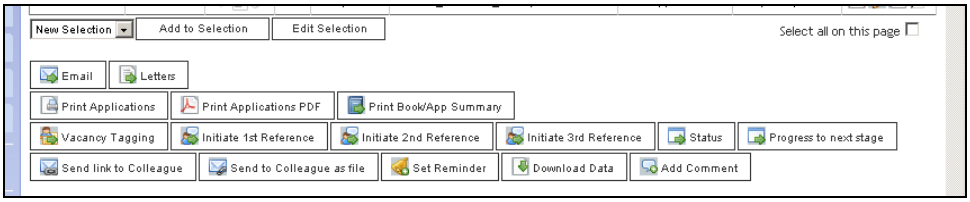


Figure 6.3 : Applicant tracking

Print Applications, Print Applications PDF and Print Book/App Summary

The Print Applications, Print Applications PDF and Print Book/App Summary options allow you to print the applications of the candidates and any attachments they have submitted.

You have the option to print applications or a print book summary for one individual by selecting the applicant(s) name(s) by ticking the box to the right hand side of the screen, this will turn the candidate line blue or by 'selecting all on this page' by placing a tick in the box to the right hand side or this statement. This will transfer you through to the 'Section options and contents to print' screen. *(Figure 6.4)*

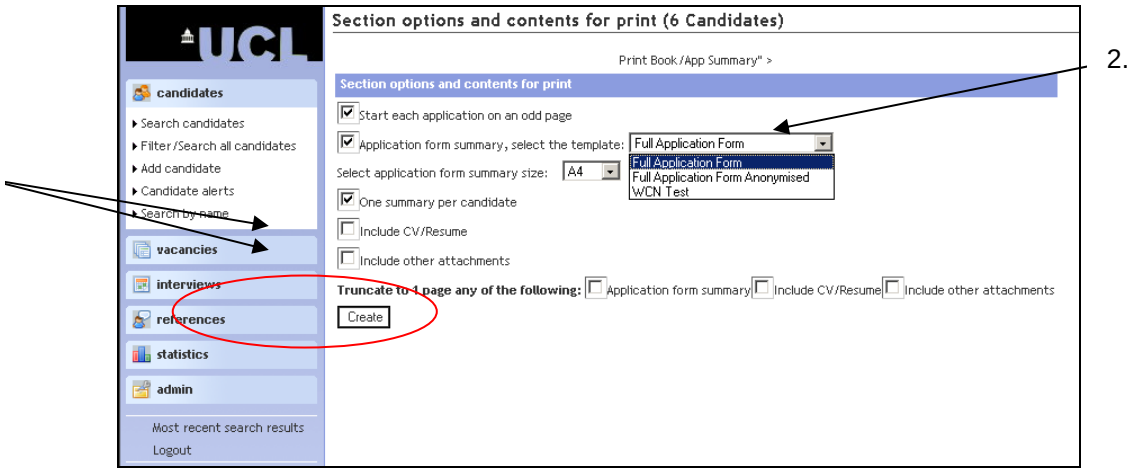


Figure 6.4 : Applicant tracking – printing applications

Ticks are automatically entered into the 'start each application on odd page, application form summary, select template and one summary per candidate' fields. *(Figure 6.5)*

1. Click in the box to include CV/Resume and include other attachments (1) and press 'Create'. This will produce a new web page with the link 'Access Book' to open and the applications in a PDF format.

   Please note that for manually added applicants, any extra scanned documents (such as a CV or publication list) that have been uploaded by the department, will not be attached to the print book.

2. By clicking onto the drop down arrow you have the option to anonymise the application form. The application form will print off with the candidate ID number.

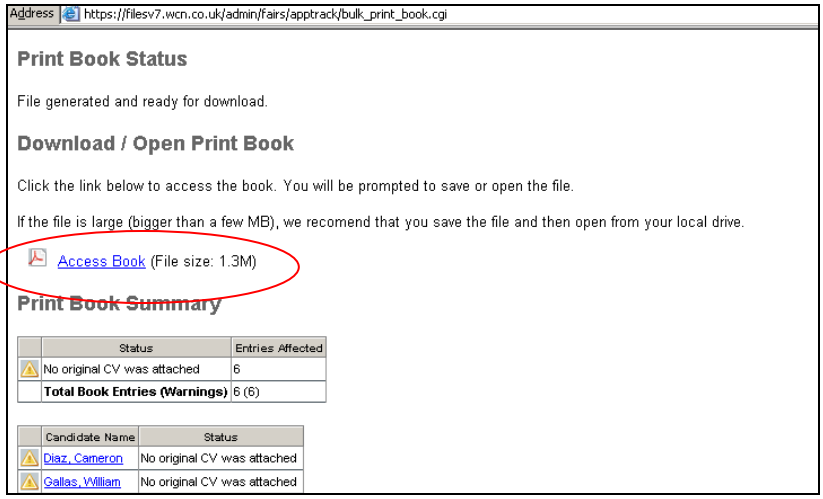

Address https://filesv7.wcn.co.uk/admin/fairs/apptrack/bulk_print_book.cgi
Print Book Status
File generated and ready for download.
Download / Open Print Book
Click the link below to access the book. You will be prompted to save or open the file.
If the file is large (bigger than a few MB), we recomend that you save the file and then open from your local drive.
Access Book (File size: 1.3M)
Print Book Summary
Status
Entries Affected
No original CV was attached
6
Total Book Entries (Warnings)
6 (6)
Candidate Name
Status
Diaz, Cameron
No original CV was attached
Gallas, William
No original CV was attached

Figure 6.5 : Applicant tracking – printing applications

(Truncating only pulls the first page of a candidates application form and therefore it is advisable not to use this).

Alternatively, by clicking on the icons to the right hand side of the candidates line, you can *(Figure 6.6)*:

1. print application forms (clicking on this icon take you through to the Candidates application form)

2. view an applicants history (clicking on this icon opens up the candidates history page)

3. Print PDF application forms (clicking on this icon opens up the candidates application form in a PDF window)

4. If there are icons on the end, these will be further particulars and/or the candidates CV.

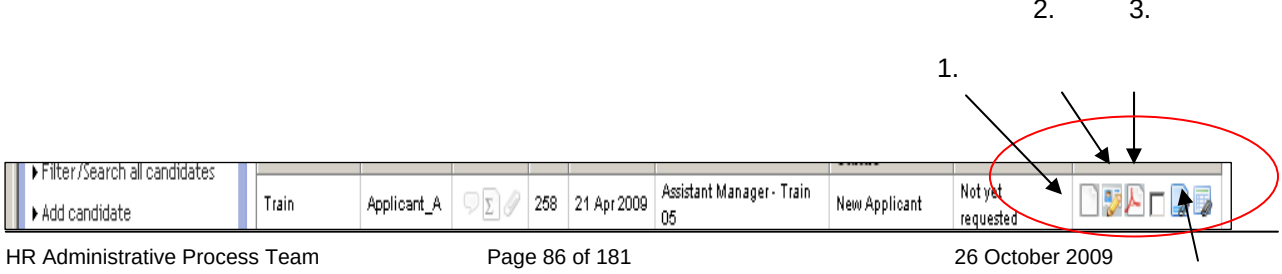


Figure 6.6 : Applicant tracking

4.

Email and Letters (Correspondence)

Two different options are available to contact the candidates *'Email'* or *'Letter'*, whichever the candidate has indicated as their preferred method of contact should be used.

If you click on the Email icon it will transfer you to the following page.

Templates can be found in the drop-down list, entitled 'Templates'. Select the template you wish to use. *(Figure 6.7)*

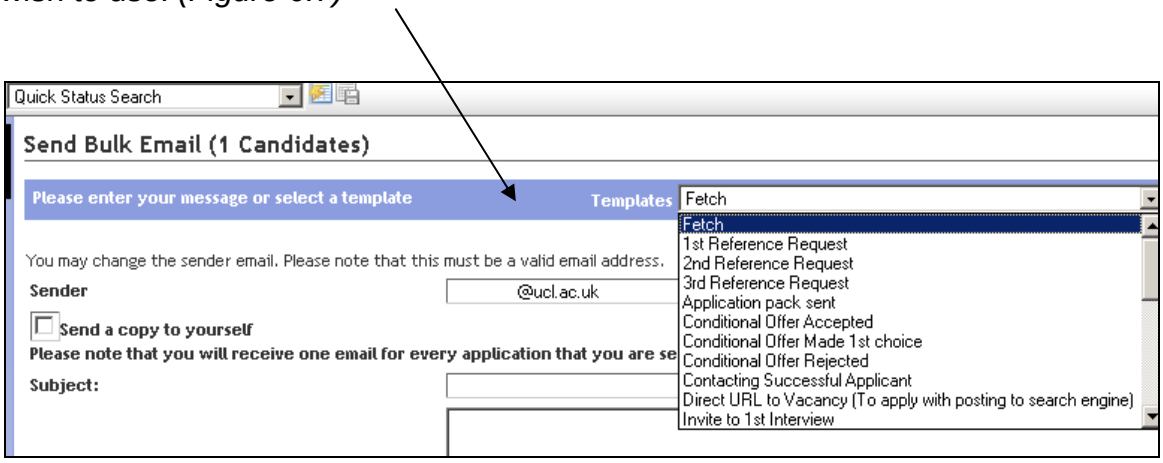

Quick Status Search
Send Bulk Email (1 Candidates)
Please enter your message or select a template
Templates
Fetch
Fetch
1st Reference Request
2nd Reference Request
3rd Reference Request
Application pack sent
Conditional Offer Accepted
Conditional Offer Made 1st choice
Conditional Offer Rejected
Contacting Successful Applicant
Direct URL to Vacancy (To apply with posting to search engine)
Invite to 1st Interview
You may change the sender email. Please note that this must be a valid email address.
Sender
@ucl.ac.uk
Send a copy to yourself
Please note that you will receive one email for every application that you are se
Subject:

Figure 6.7 : Applicant tracking - Correspondence

Sending Emails

Click 'Fetch' to populate the Email Text field with your chosen email (4). *(Figure 6.8)*

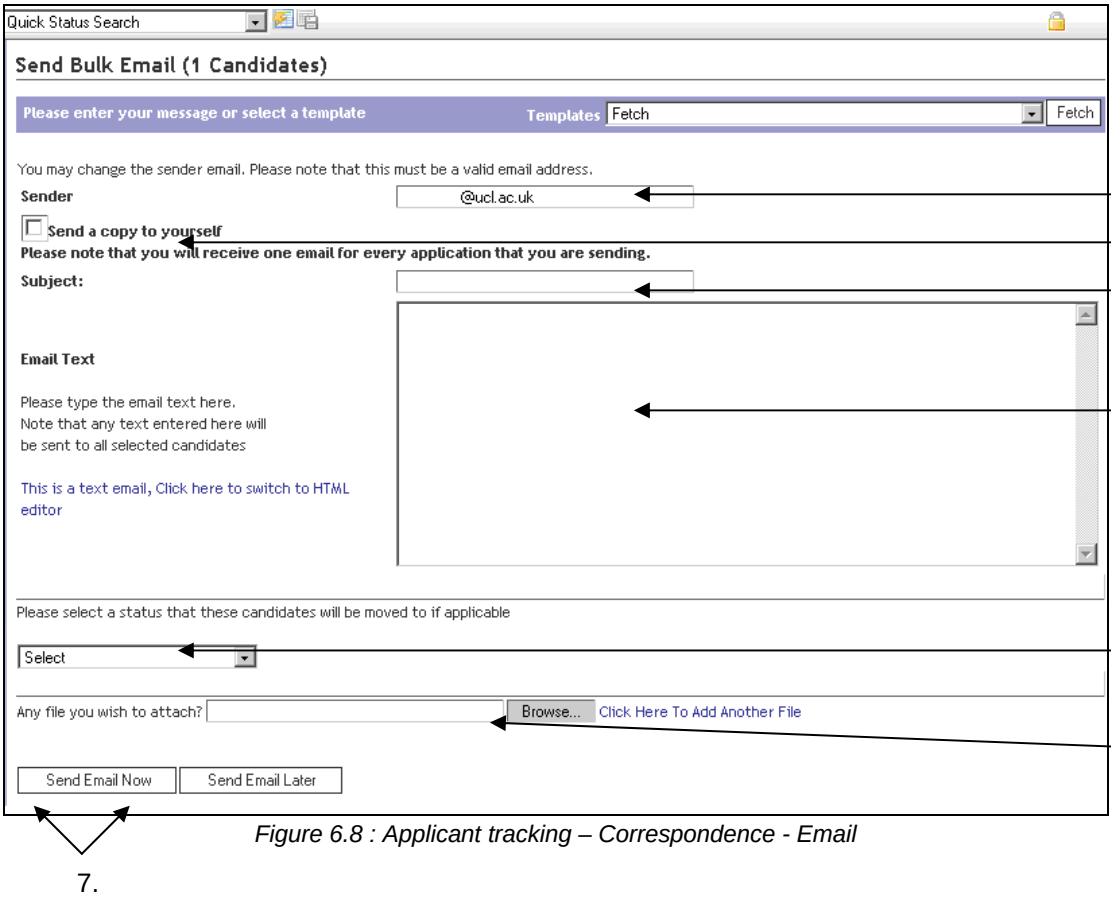

Quick Status Search
Send Bulk Email (1 Candidates)
Please enter your message or select a template
Templates
Fetch
You may change the sender email. Please note that this must be a valid email address.
Sender
@ucl.ac.uk
Send a copy to yourself
Please note that you will receive one email for every application that you are sending.
Subject:
Email Text
Please type the email text here.
Note that any text entered here will
be sent to all selected candidates
This is a text email, Click here to switch to HTML editor
Please select a status that these candidates will be moved to if applicable
Select
Any file you wish to attach?
Browse...
Click Here To Add Another File
Send Email Now
Send Email Later
1.
2.
3.
4.
5.
6.
7.

Figure 6.8 : Applicant tracking – Correspondence - Email

1. The email address of the selected colleague will pull through.

2. If you wish to send a copy of the email to yourself tick the box.

3. Enter in a subject title of the email.

4. Populate email text appears here.

5. From the drop-down list and select the status you wish to move the candidate onto.

6. Attach any files you wish the candidate to view.

7. Click on the ‘Send Email Now’ or ‘Send Email Later’. Enter in the date and time you wish the email to be sent. *(Figure 6.9)*

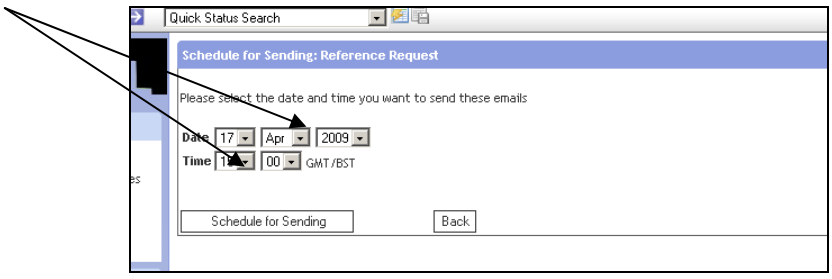


Figure 6.9 : Applicant tracking – Correspondence - Email

Sending Letters

Click ‘Fetch’ to populate the Email Text field with your chosen email *(Figure 6.10)*

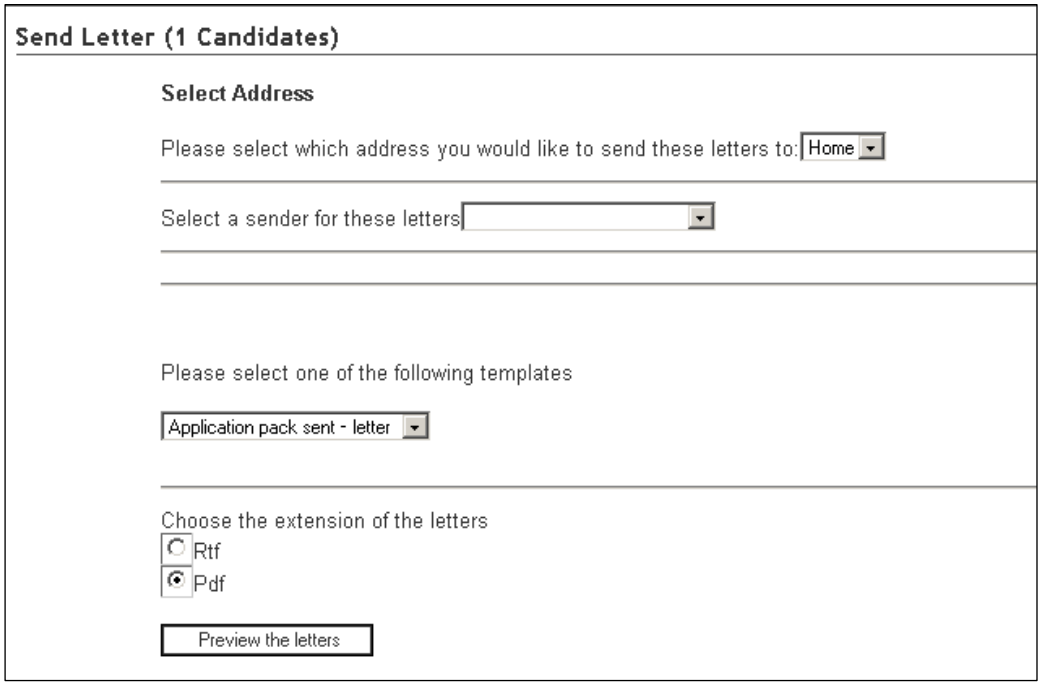

Send Letter (1 Candidates)
Select Address
Please select which address you would like to send these letters to:
Home
Select a sender for these letters
Please select one of the following templates
Application pack sent - letter
Choose the extension of the letters
Rtf
Pdf
Preview the letters

Figure 6.10 : Applicant tracking – Correspondence - Letter

1. From the drop-down list and select the address you wish the letter to be sent to.
2. From the drop-down list select the 'sender' of the letter.
3. Select the letter template from the drop-down list.
4. Choose the option from the Rtf (Rich text format) or PDF and click on 'Preview the letters'.

Viewing a candidates history

You can view a candidates history by clicking on the icon (as stated above no. 2). This will show the status changes made to a candidates record and any relevant emails that have been sent to the candidate, which also confirm the date and time of the email. *(Figure 6.11)*

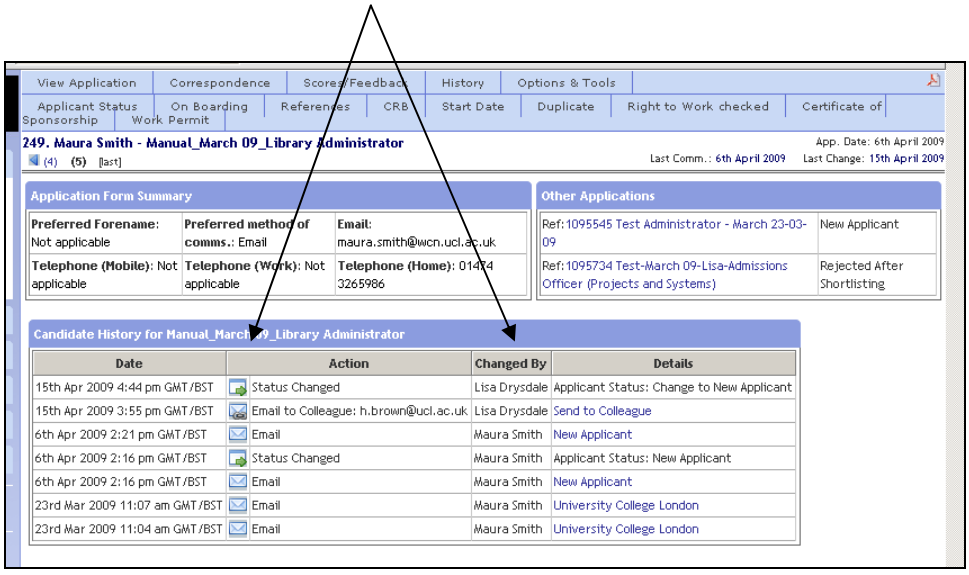


Figure 6.11 : Applicant tracking – viewing a candidates history

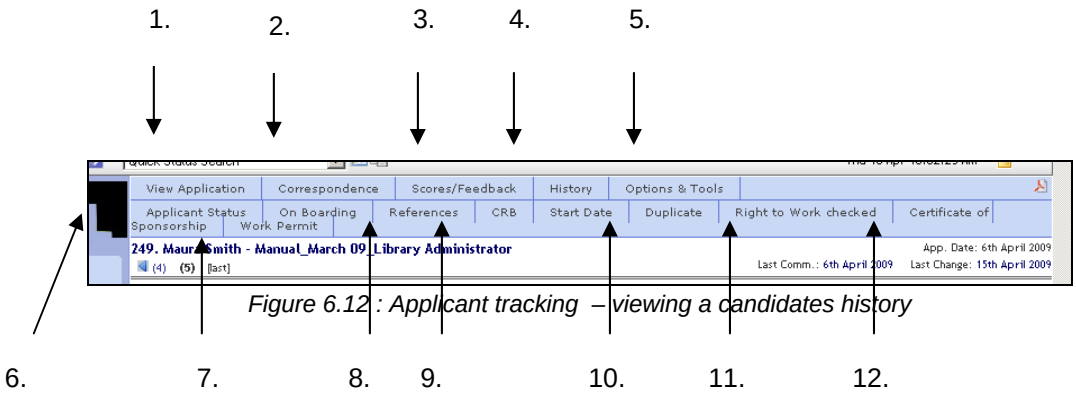


Figure 6.12 : Applicant tracking – viewing a candidates history

1. **View Application**: View on line application form

2. **Correspondence:** Is the same as the correspondence Email and Letters

3. **Scores/Feedback**

4. **History** - gives you the option to view the candidate's.

5. **Options & Tools**: Gives the system user access to a number of miscellaneous functions.

6. **Application Status:** When you click on 'Applicant Status' button a drop down menu appears giving the system user access to a number of options on the status changes.

7. **Work Permit:** This option allows the system user to change the record to 'Work Permit – Changed to Work Permit applied for'.

8. **References:** This option allows the system user to track references i.e. required or not required.
9. **CRB:** Tracks CRB status i.e. not required or if the paperwork has been sent to the candidate of CRB.

10. **Duplicate:** This option allows the system user to flag if they suspect a candidate has made multiple applications to one post.

11. **Right to work checked**

12. **Certificate of Sponsorship**

Progress to next stage

By clicking onto the 'progress to the next stage' you can move the candidate onto the next status within the workflow. However, we suggest you do not use this option as you can only move forward in the status workflow and not back.

If you do use this option, Select the candidates you wish to progress and click on the 'Progress to next stage' button. This will transfer you to the 'change status' screen. Click on the drop down list and select the relevant status and then click on 'Update Status'. *(Figure 6.13)*

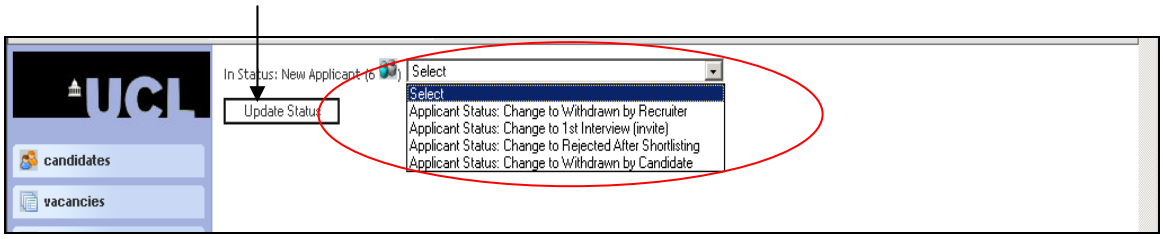


Figure 6.13 : Applicant tracking – Progress to next stage

By clicking on the 'Edit email' you will see 'This is an HTML email, click here for HTML-View' . By clicking on this link you can enter the text into the boxes providing the senders email address and the subject and then 'Update Status'. *(Figure 6.14)*

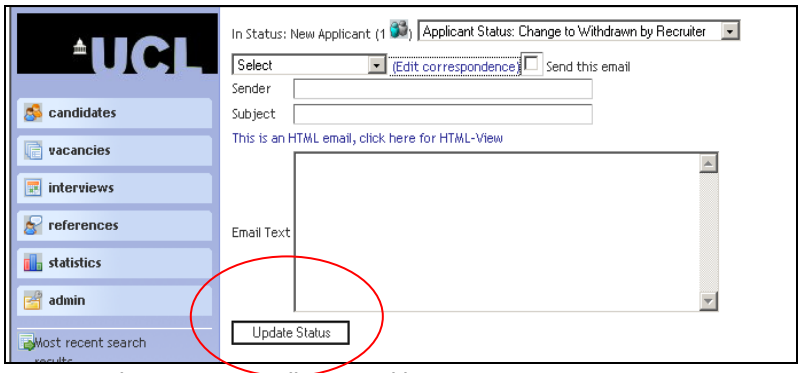


Figure 6.14 : Applicant tracking – Progress to next stage

Enter in the following details

1. The email address of the sender
2. The subject title of the email
3. The text of the email

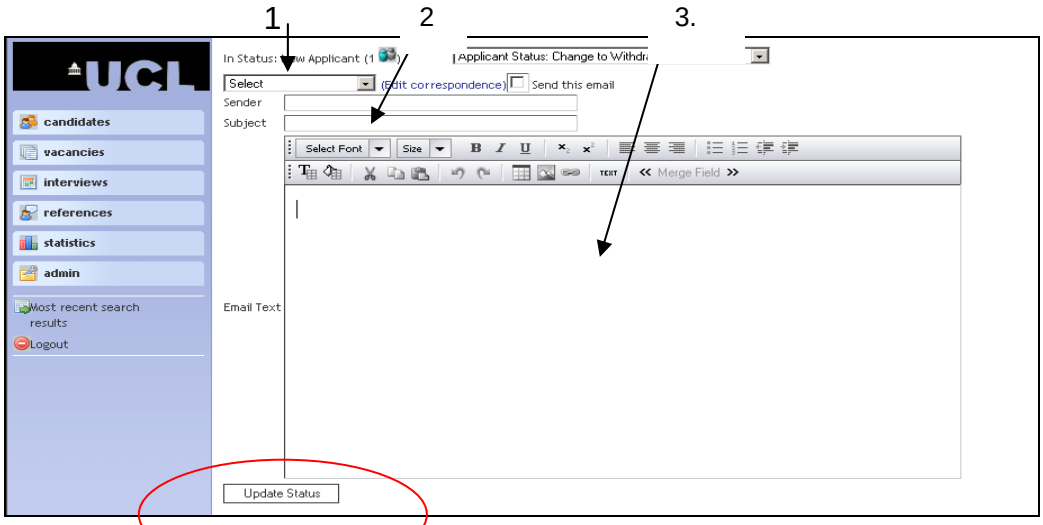


Figure 6.15 : Applicant tracking – Progress to next stage

Click on 'Update Status', this will change the 'Applicant Status' on the front screen *(Figure 6.15)* and the status on the candidate history screen will update accordingly *(Figure 6.16)*

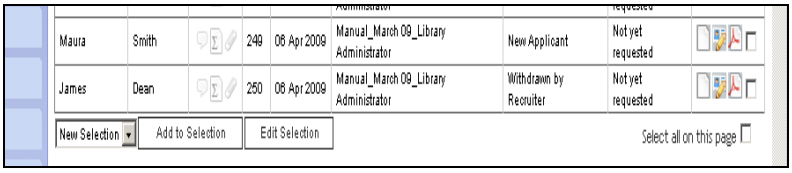


Figure 6.16 : Applicant tracking – Progress to next stage

Send link to Colleague

You can forward a link for the candidates selected by clicking on the Send link to Colleague button. This will send an email to colleagues you enter into the following fields: *(Figure 6.17)*

1. Type in the name of the colleague or,
2. enter in an alternative or additional email address.
3. Select from the list the option you wish to send.

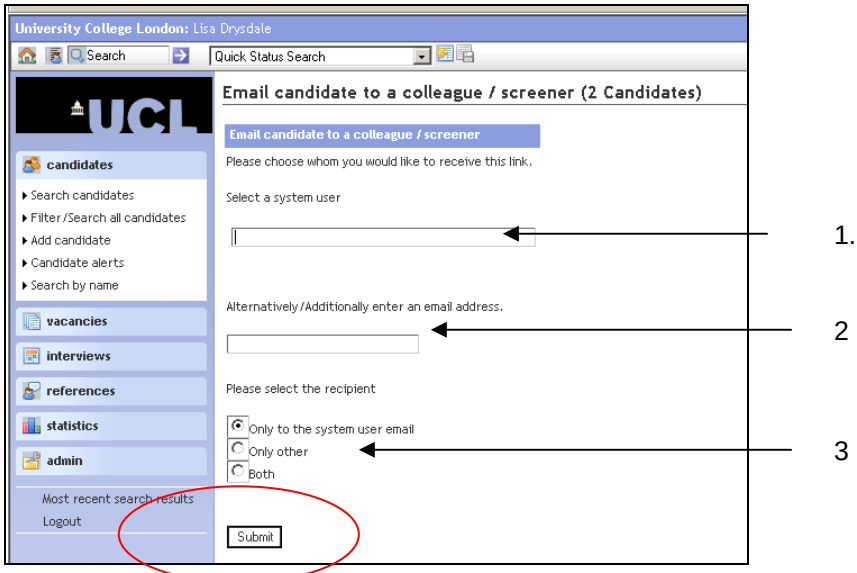


Figure 6.17 : Applicant tracking – Send link to colleague

Press ‘Submit’ which will progress you through to the next stage.

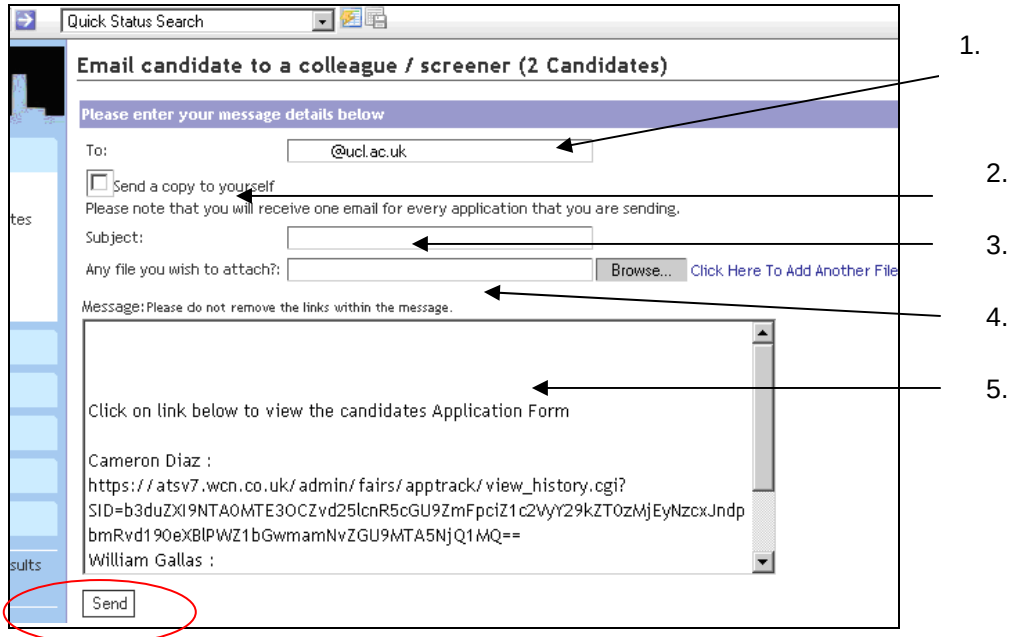


Figure 6.18 : Applicant tracking – Send link to colleague

1. The email address of the selected colleague will pull through.
2. If you wish to send a copy of the email to yourself tick the box.
3. Enter in a subject.
4. If you wish to attach any other files, press 'Browse' and select the relevant file.
5. The email text will automatically pull through. You may wish to add further text to the email.

Press 'Send'. You will be transferred through to the next screen. Please confirm to send email. *(Figure 6.19)*

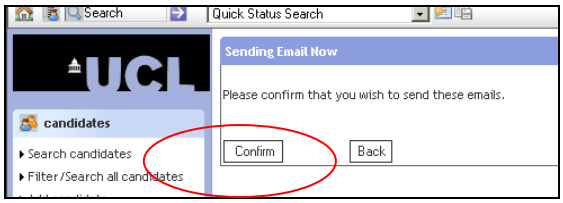


Figure 6.19 : Applicant tracking – Send link to colleague

You will get a confirmation message with the date and time the email will be sent to your colleague. Click on Click here to go back to your search results to return to the Applicant Status History screen.

Send to Colleague as file

You can forward a file to of selected candidates clicking on the Send to Colleague as file button. This will send an email with an attachment to colleagues you enter into the following fields: *(Figure 6.20)*

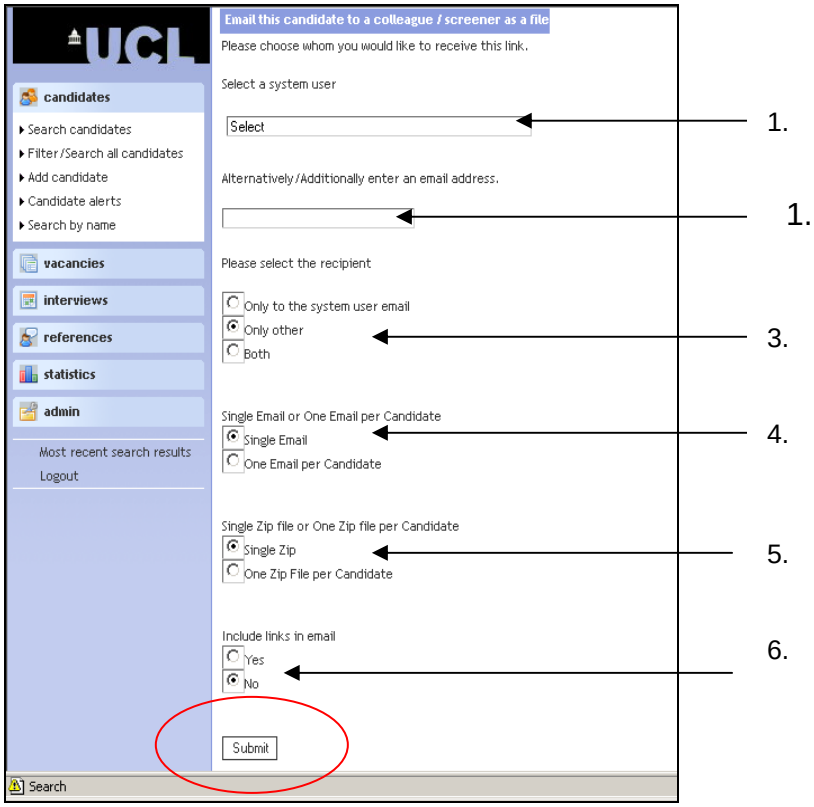


Figure 6.20 : Applicant tracking – Send colleague a file

1. Select the name of the colleague you wish to send the file to
2. Enter in any alternative/additional email addresses
3. Select the recipient
4. We would advise to send ‘one email’
5. We would advise to send a ‘Single Zip’ per candidate. If you select ‘One Zip file per Candidate’ you will send your colleague a file per candidate
6. Select if you wish to include links

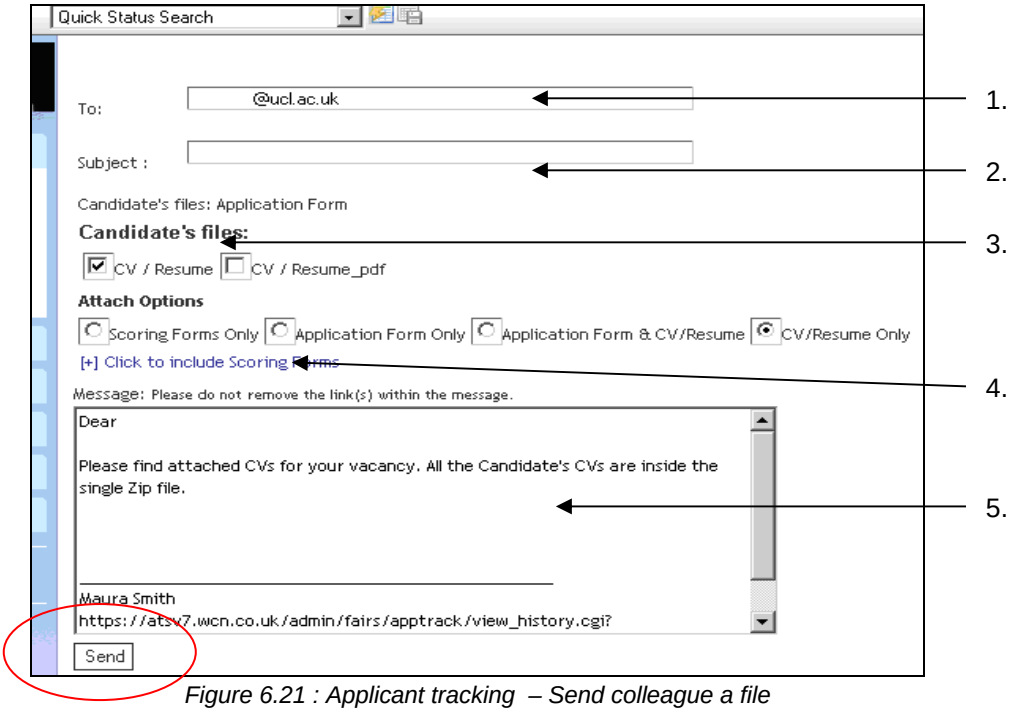


Figure 6.21 : Applicant tracking – Send colleague a file

1. The email address will automatically pull through from the previous screen where the colleagues name has been selected

2. Enter in a 'subject'

3. Select from the options what files are attached

4. Select from the 'Attach Options' one of the four options

5. The text of the email will be automatically entered. However, you may wish to add more information within the body of the text

Add Comment

You can add comments to an applicants record by ticking the candidate you wish to add a comment to and click on the 'Add Comment' button.

Free type into the comment box and press 'add comment' below the text box. *(Figure 6.22)*

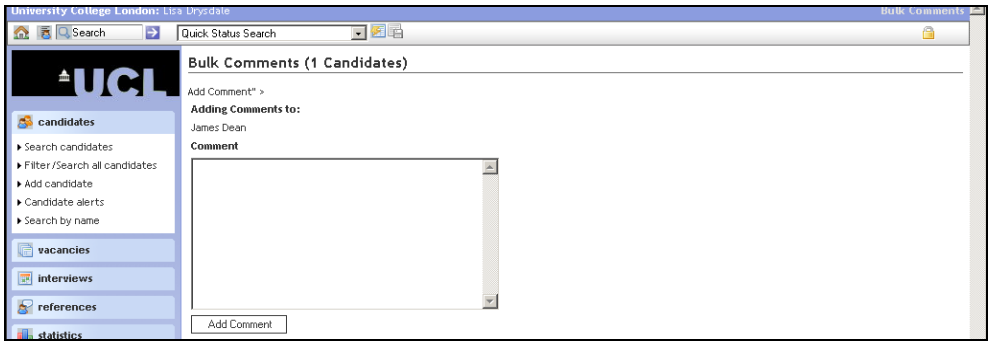


Figure 6.22 : Applicant tracking – Add Comment

Scores/Feedback

There are 2 options available to record the shortlisting outcomes as follows:

1. Undertake the shortlisting online and record the scores for the essential and desirable criteria against the candidates record within the online recruitment systems

2. Undertake the shortlisting processing using a manual shortlisting form, record the outcome against each candidate and upload paper forms against the vacancy for future reference.

Note: Absolute minimum, upload shortlisting documents against recruitment action and make visible to "Recruiters" only.

Option 1 – Undertaking the shortlisting online

From the menu that appears click on 'New Applicant' which progresses you through to the applicant status screen and click on New Applicants. *(Figure 6.23)*

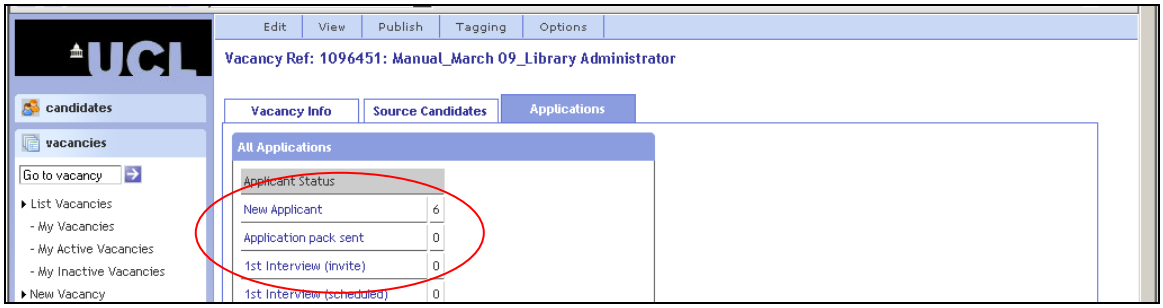


Figure 6.23 - Applicant Tracking – Scores/Feedback

Firstly, select the candidate to score feedback on (tick box), then enter the candidate's History screen by clicking the History icon *(Figure 6.24)*.

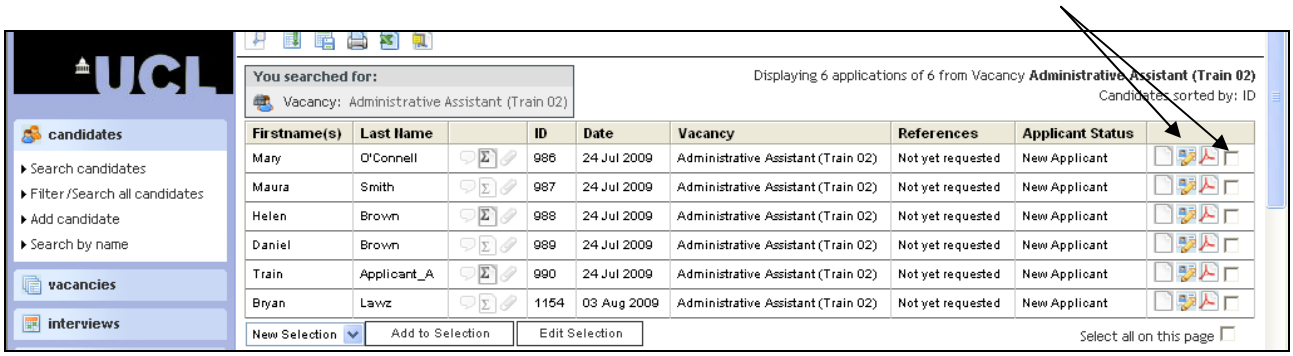

UCL
candidates
Search candidates
Filter /Search all candidates
Add candidate
Search by name
vacancies
interviews
You searched for:
Vacancy: Administrative Assistant (Train 02)
Displaying 6 applications of 6 from Vacancy Administrative Assistant (Train 02)
Candidates sorted by: ID
Firstname(s) Last Name ID Date Vacancy References Applicant Status
Mary O'Connell 986 24 Jul 2009 Administrative Assistant (Train 02) Not yet requested New Applicant
Maura Smith 987 24 Jul 2009 Administrative Assistant (Train 02) Not yet requested New Applicant
Helen Brown 988 24 Jul 2009 Administrative Assistant (Train 02) Not yet requested New Applicant
Daniel Brown 989 24 Jul 2009 Administrative Assistant (Train 02) Not yet requested New Applicant
Train Applicant_A 990 24 Jul 2009 Administrative Assistant (Train 02) Not yet requested New Applicant
Bryan Lawz 1154 03 Aug 2009 Administrative Assistant (Train 02) Not yet requested New Applicant
New Selection
Add to Selection
Edit Selection
Select all on this page

Figure 6.24 - Applicant Tracking – Scores/Feedback

Note: it is possible to toggle between candidates in the candidate History area using the blue arrow buttons located immediately below the candidate's name (Figure 6.25).

Clicking on 'Scores/Feedback' in the candidate's History area will give the system user access to the various scoring forms such as Panel Agreed Sift Rating, Screening Criteria, Screening Criteria Level 2 and 3 update. *(Figure 6.25)*

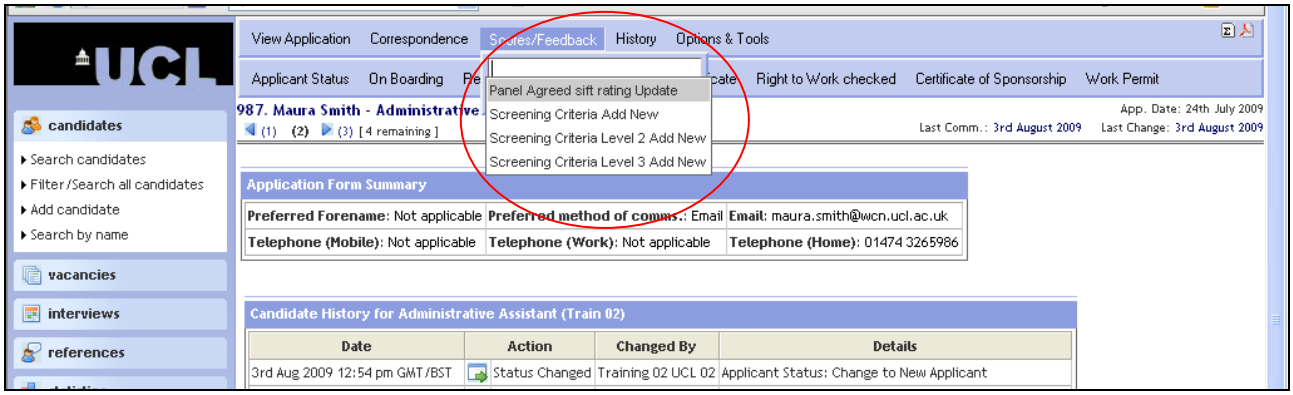


Figure 6.25 - Applicant Tracking – Scores/Feedback

Screening Criteria Update

This is used by each panel member to record the outcome of their individual shortlisting. *(Figure 6.26)*

The Vacancy Information scoring sheet is used to automatically pull vacancy data from the vacancy template onto the candidate records so that it can be used for statistical analysis in the statistics section of the system.

- To add a new scoring form onto a candidates record, from the drop down list click on 'Screening Criteria Update Add New'.

- Enter the score for each 'essential' and 'desirable' criteria by clicking on the Score drop down button

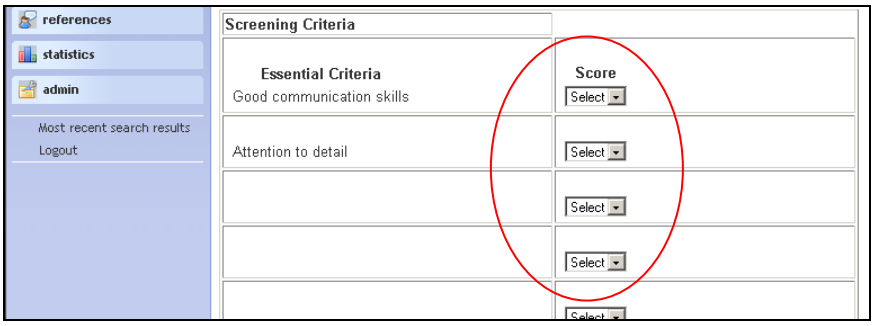


Figure 6.26 - Applicant Tracking – Scores/Feedback – Screening Criteria Update

- At the end of the 'essential criteria' and 'desirable criteria' select from the drop down list, 'Criteria Met' or 'Criteria Not Met'. *(Figure 6.27)*

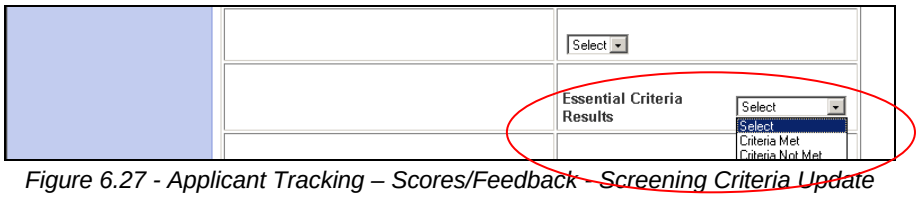


Figure 6.27 - Applicant Tracking – Scores/Feedback - Screening Criteria Update

- Click on 'update' *(Figure 6.28)*

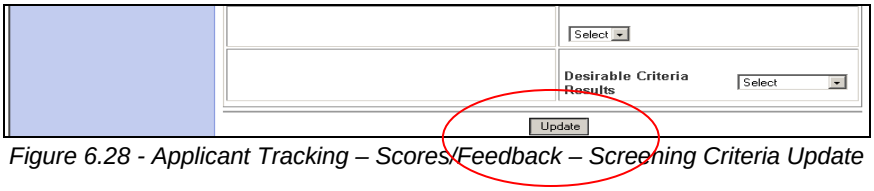


Figure 6.28 - Applicant Tracking – Scores/Feedback – Screening Criteria Update

Panel Agreed sift rating Update

This is to be used by the Chair of the interview panel to record the outcome of the overall shortlisting process. *(Figure 6.29)*

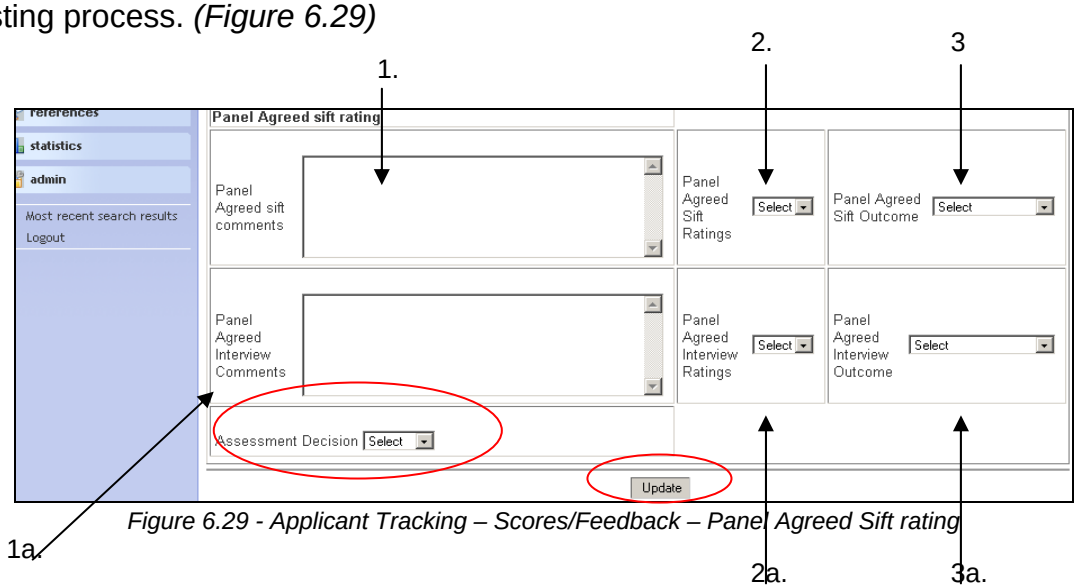


Figure 6.29 - Applicant Tracking – Scores/Feedback – Panel Agreed Sift rating

1. Enter in the 'Panel agreed sift Comments' any feedback to be recorded.

2. Enter from the drop down list the 'Panel Agree Sift Ratings'

3. Enter from the drop down list the 'Panel Agreed Sift Outcome'

Once the interview has taken place and a decision has been met:

1a. Enter in the 'Panel agreed interview Comments, the overall Panel feedback from the interview

2a. Enter from the drop down list the 'Panel Agreed Interview Ratings

3a. Enter from the drop down list the 'Panel Agreed Interview Outcome.

Once the information has been entered, click on 'Assessment Decision and select Yes, No or On Hold from the drop down list and click 'Update'.

Option 2 – Undertaking the shorlisting using a paper process

Minimum Information to be recorded from the Shortlisting Procedure

The above sections on entering the scoring from the shortlisting procedure demonstrate how the system can be used to record all the information pertinent to the applicants.

However, it is envisaged that the majority of our advertised vacancies will attract many applicants and therefore a minimum approach to entering the scoring information on the online recruitment system can be adopted. This is described as follows.

Screening Criteria Update

As a minimum the overall scoring against the essential and desirable criteria listed for the vacancy must be recorded for applicants that, following the shortlisting procedure, will be invited to attend an interview for the vacancy.

Panel Agreed sift rating Update

Shortlisted applicants: In this area the overall scoring for the candidates shortlisted for interview can be recorded and the overall scoring following the interview(s) can be added here.

Rejected applicants: This area can be used to record the overall comments and scores for those applicants who were rejected following the shortlisting procedure.

Attaching Paper Shortlisting Forms to the Vacancy

If the chair chooses not to record the details in the Panel Agreed sift rating screens for all applicants then as a minimum the scores and comments must be attached to the vacancy such that they can be readily accessed if reference needs to be made to them. This can be achieved as shown below *(Figure 6.30)*

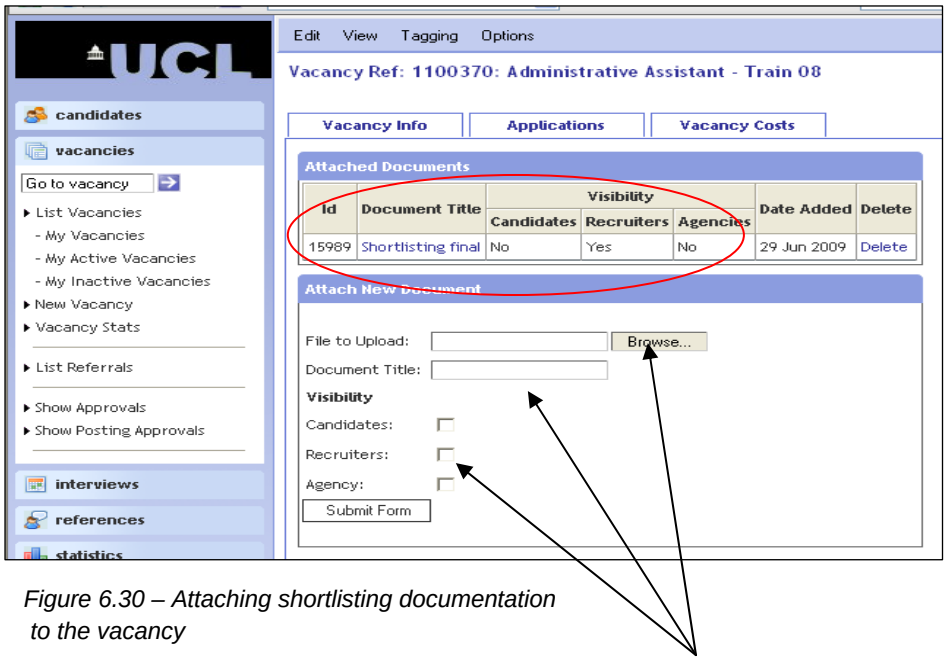


Figure 6.30 – Attaching shortlisting documentation to the vacancy

The above figure shows a shortlisting form labelled Shortlisting final attached to the vacancy. This document is visible to recruiters only. The arrows indicate the areas for completion/actioning. The chair can similarly upload notes and scores following the interview process to this area as well.

Accessing the scoring from the Shortlisting Procedure

The chair of the interview panel can readily access a record of the scores entered individually by the interview panel members. *Figure 6.31* shows a particular candidate's history in which 3 members of the panel have entered scoring data. In chronological order scoring information (Screening Criteria Update) has been entered separately by the interview panel members "Training 02", "Training 08" and "Training 10". The most recent entry is by "Training 10" (Panel Agreed Sift Rating Update).

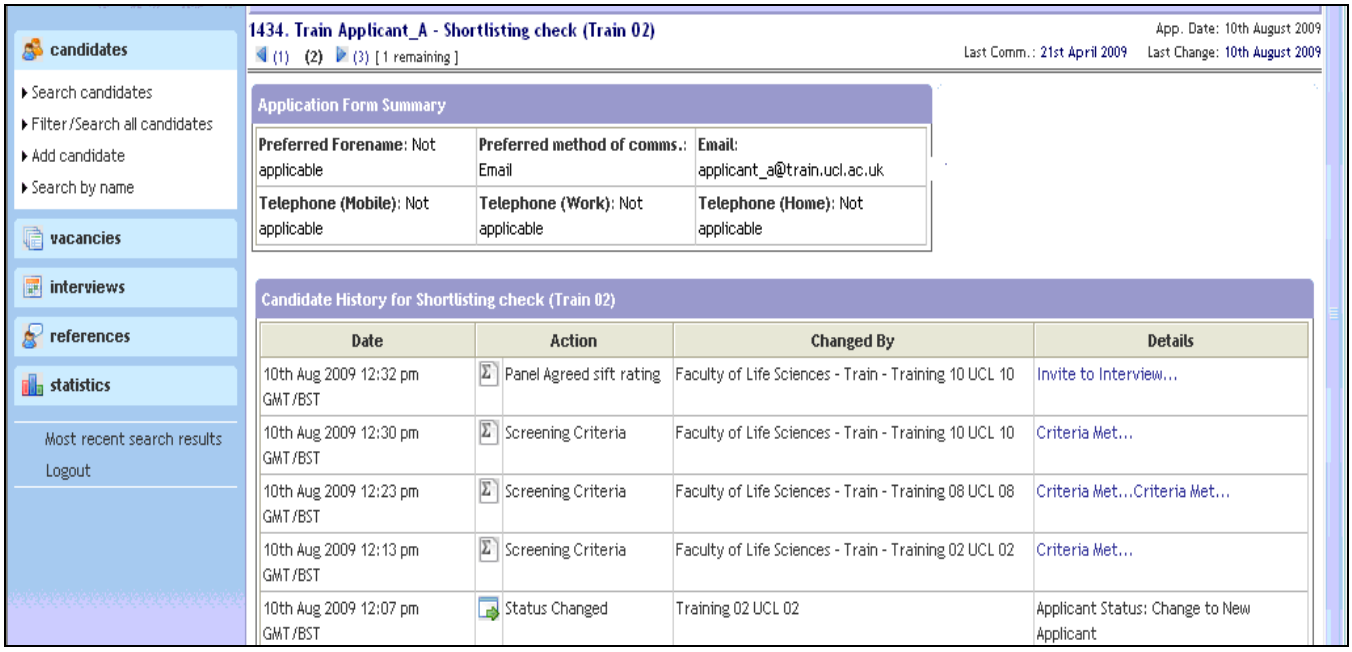

candidates
Search candidates
Filter /Search all candidates
Add candidate
Search by name
vacancies
interviews
references
statistics
Most recent search results
Logout
1434. Train Applicant_A - Shortlisting check (Train 02)
(1) (2) (3) [1 remaining]
App. Date: 10th August 2009
Last Comm.: 21st April 2009
Last Change: 10th August 2009
Application Form Summary
Preferred Forename: Not applicable
Preferred method of comms.: Email
Email: applicant_a@train.ucl.ac.uk
Telephone (Mobile): Not applicable
Telephone (Work): Not applicable
Telephone (Home): Not applicable
Candidate History for Shortlisting check (Train 02)
Date
Action
Changed By
Details
10th Aug 2009 12:32 pm GMT/BST
Panel Agreed sift rating
Faculty of Life Sciences - Train - Training 10 UCL 10
Invite to Interview...
10th Aug 2009 12:30 pm GMT/BST
Screening Criteria
Faculty of Life Sciences - Train - Training 10 UCL 10
Criteria Met...
10th Aug 2009 12:23 pm GMT/BST
Screening Criteria
Faculty of Life Sciences - Train - Training 08 UCL 08
Criteria Met...Criteria Met...
10th Aug 2009 12:13 pm GMT/BST
Screening Criteria
Faculty of Life Sciences - Train - Training 02 UCL 02
Criteria Met...
10th Aug 2009 12:07 pm GMT/BST
Status Changed
Training 02 UCL 02
Applicant Status: Change to New Applicant

Figure 6.31 – Candidate History – individual scoring history

The scoring record for a particular candidate can be accessed from the listing of applicants *(Figure 6.32)*. By selecting the scoring icon circled in this figure, a pop up box results, also shown.

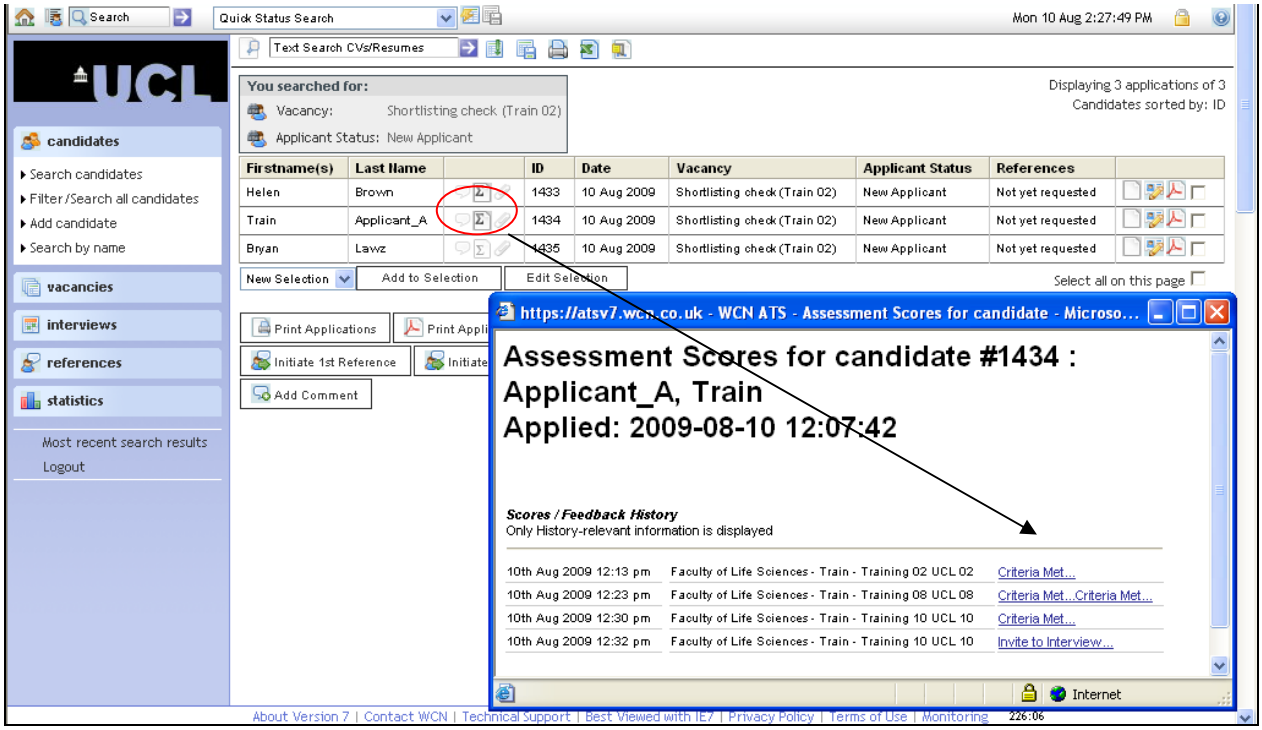


Figure 6.32 – Pop up box showing the scoring history for an applicant

The summary of the scoring given in the pop up box for a particular entry is given in part below *(Figure 6.33)*.

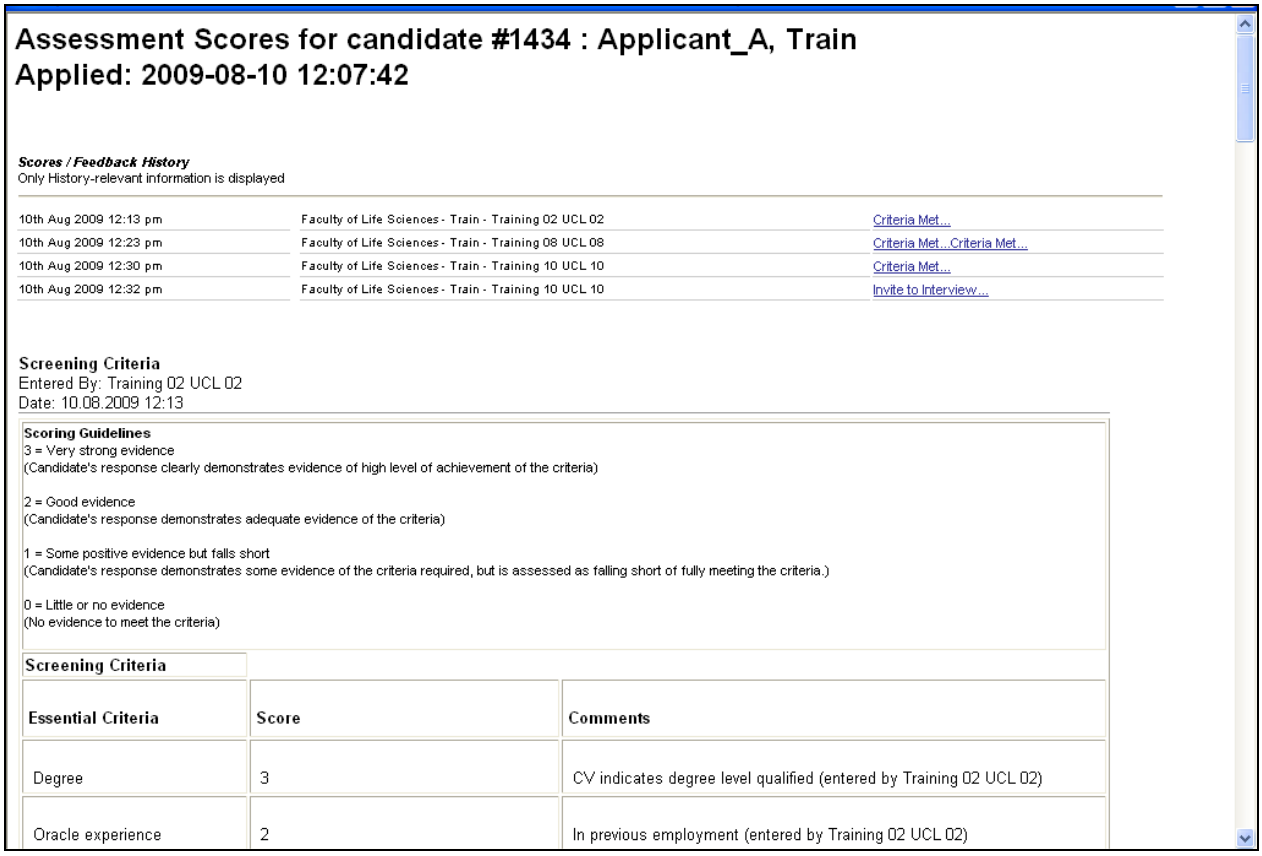

Assessment Scores for candidate #1434 : Applicant_A, Train
Applied: 2009-08-10 12:07:42
Scores / Feedback History
Only History-relevant information is displayed
10th Aug 2009 12:13 pm Faculty of Life Sciences - Train - Training 02 UCL 02 Criteria Met...
10th Aug 2009 12:23 pm Faculty of Life Sciences - Train - Training 08 UCL 08 Criteria Met...Criteria Met...
10th Aug 2009 12:30 pm Faculty of Life Sciences - Train - Training 10 UCL 10 Criteria Met...
10th Aug 2009 12:32 pm Faculty of Life Sciences - Train - Training 10 UCL 10 Invite to Interview...
Screening Criteria
Entered By: Training 02 UCL 02
Date: 10.08.2009 12:13
Scoring Guidelines
3 = Very strong evidence
(Candidate's response clearly demonstrates evidence of high level of achievement of the criteria)
2 = Good evidence
(Candidate's response demonstrates adequate evidence of the criteria)
1 = Some positive evidence but falls short
(Candidate's response demonstrates some evidence of the criteria required, but is assessed as falling short of fully meeting the criteria.)
0 = Little or no evidence
(No evidence to meet the criteria)
Screening Criteria
Essential Criteria | Score | Comments
Degree | 3 | CV indicates degree level qualified (entered by Training 02 UCL 02)
Oracle experience | 2 | In previous employment (entered by Training 02 UCL 02)

Figure 6.33 – Pop up box showing the scoring history for an applicant (Screening Criteria entered by "Training 02")

You can arrange the candidates by first name, surname, id or applicant status by clicking the relevant header. Select the candidates and click the history icon. *(Figure 6.34)*

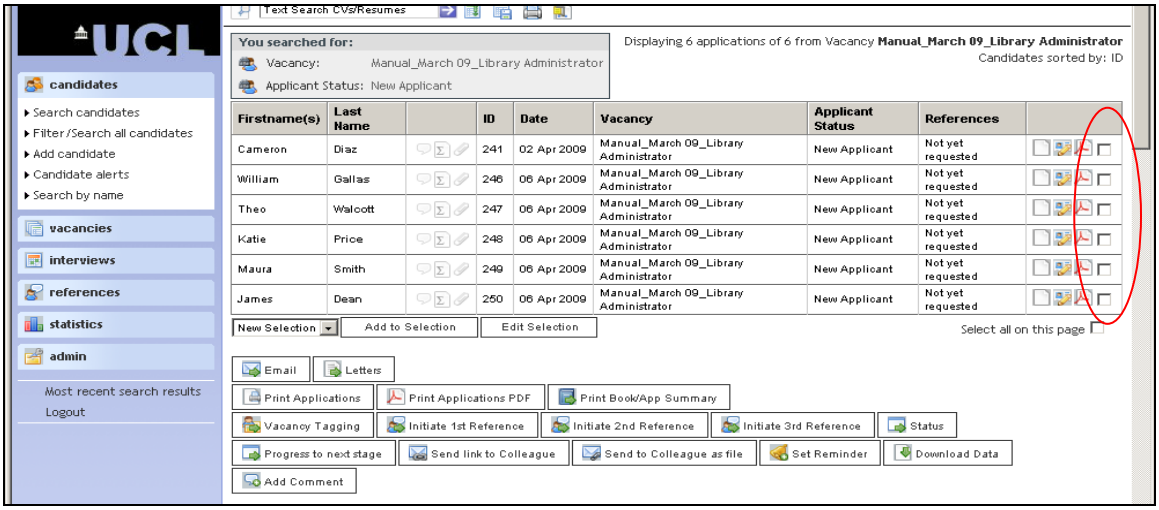

UCL
candidates
Search candidates
Filter /Search all candidates
Add candidate
Candidate alerts
Search by name
vacancies
interviews
references
statistics
admin
Most recent search results
Logout
Text Search CVs/Resumes
You searched for:
Vacancy: Manual_March 09_Library Administrator
Applicant Status: New Applicant
Displaying 6 applications of 6 from Vacancy Manual_March 09_Library Administrator
Candidates sorted by: ID
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status | References
Cameron Diaz 241 02 Apr 2009 Manual_March 09_Library Administrator New Applicant Not yet requested
William Gallas 246 06 Apr 2009 Manual_March 09_Library Administrator New Applicant Not yet requested
Theo Walcott 247 06 Apr 2009 Manual_March 09_Library Administrator New Applicant Not yet requested
Katie Price 248 06 Apr 2009 Manual_March 09_Library Administrator New Applicant Not yet requested
Maura Smith 249 06 Apr 2009 Manual_March 09_Library Administrator New Applicant Not yet requested
James Dean 250 06 Apr 2009 Manual_March 09_Library Administrator New Applicant Not yet requested
New Selection
Add to Selection
Edit Selection
Select all on this page
Email
Letters
Print Applications
Print Applications PDF
Print Book/App Summary
Vacancy Tagging
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Send link to Colleague
Send to Colleague as file
Set Reminder
Download Data
Add Comment

Figure 6.34 - Applicant Tracking – Scores/Feedback

History

Selecting 'History' *(Figure 6.35)* gives you the option to view the candidate's history from a number of different perspectives:

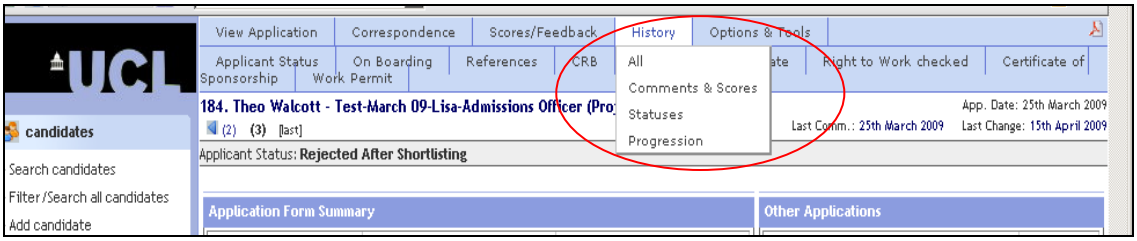


Figure 6.35 - Applicant Tracking – History

- **All** – this shows the full candidate History in chronological order
- **Comments & Scores** – this shows all comments and scores stored for the candidate
- **Statuses** – this shows the history of all status changes that have been carried out on the individual candidate
- **Progression** – this shows the full list of candidate statuses that are on the system.

The 'Candidate History' page *(Figure 6.36)* records all the information on a candidate from the date they registered on the system, through submission of their application form and through to the offer stage:-

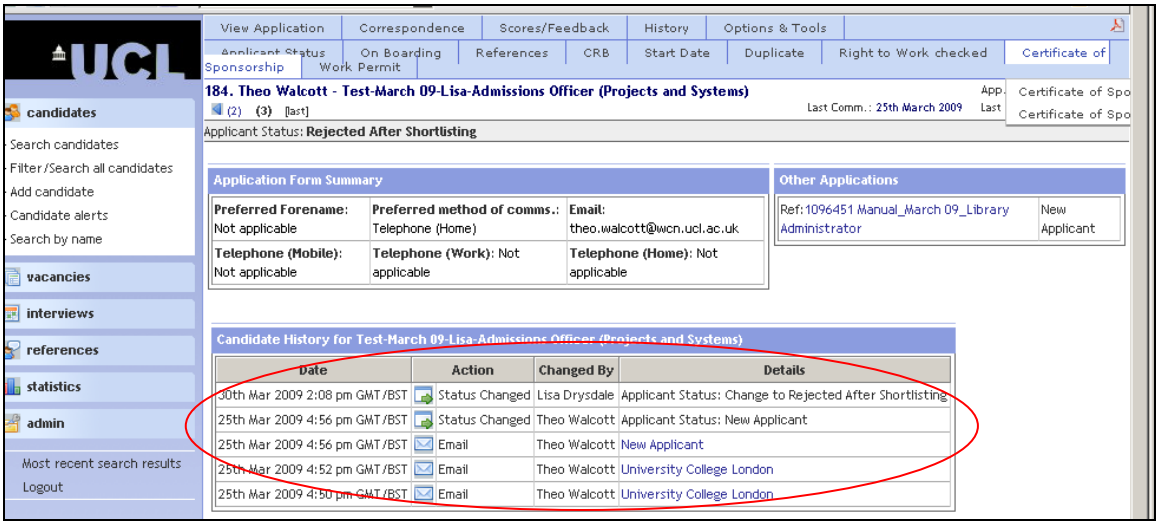


Figure 6.36 - Applicant Tracking – History

- Most recent action will be at the top of the page and flows in chronological order. Actions are recorded with the date, time and name of the person that performed the action
- Emails, scoring forms and comments are shown in brief with the option to click on the link to view the full details
- Emails that have not yet been sent will have the option 'Delete' beside the Details and can be removed prior to sending
- Status changes can be reversed if required by clicking the 'Reverse Decision' link beside the details

Options and Tools

Options & Tools *(Figure 6.37)* give the system user access to a number of miscellaneous functions depending on the system user access level:

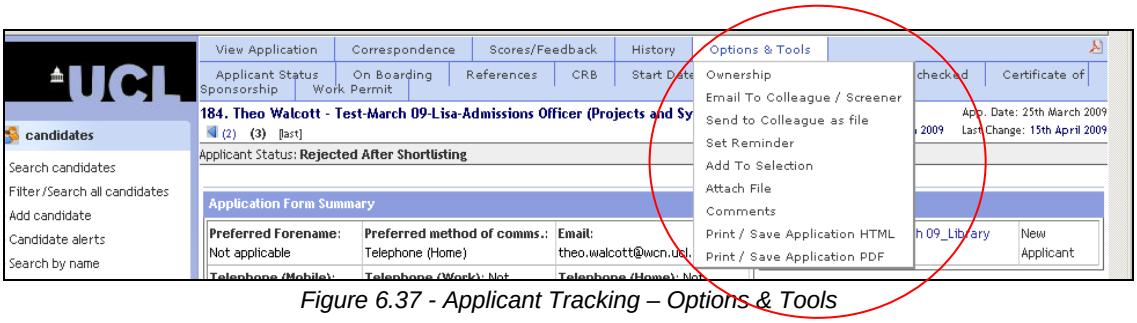


Figure 6.37 - Applicant Tracking – Options & Tools

- **Ownership** – when system users wish to transfer the details of a particular candidate to a new ownership

- **Email to a colleague/screener** – this option allows you to send an email to a colleague/user of the system with a link to a candidates application form.

- **Set reminder** – select the options and the next time that you login at that time, a reminder box will pop up containing a link to a candidate's page.

- **Add to selection** – allows you to add the candidate to a group of candidates that you have selected on the system for monitoring.

- **Edit application form** – opens the candidates application form in a new window for editing.

- **Attach file** – allows system users to attach a file i.e. letter/CV to a candidates history page for viewing. Please note these attachments cannot be included in the Print Book.

- **Comments** – Enter any comments that you want to add and the new comment will be added to the candidate history.

- **Print/Save application HTML** – opens up the application in an HTML window with options to change the page size for printing.

- **Print/Save application PDF** – this function allows the system user to print/save the application form in a PDF format.

Application Status

When you click on the 'Applicant Status' button *(Figure 6.38)* in the second row of the Applicant Control Panel, you will receive options in the drop down menu to change the status of the candidate.

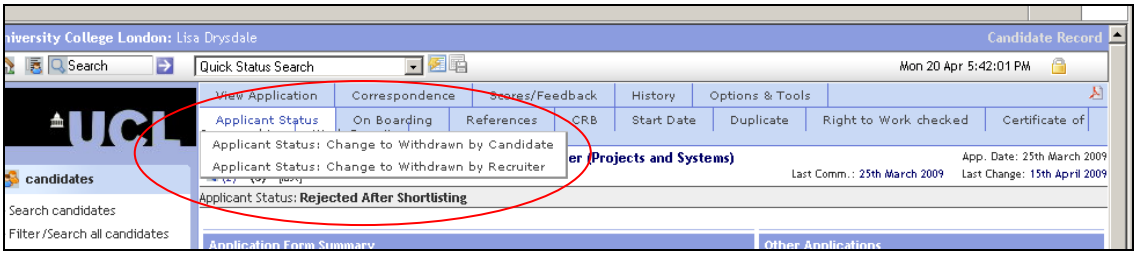


Figure 6.38 - Applicant Tracking – Application Status

The options available will be the relevant status changes for the current candidate, depending on where they are in the application process. If there is an email attached to this status change, the system will send it out as required. *(Figure 6.39)*

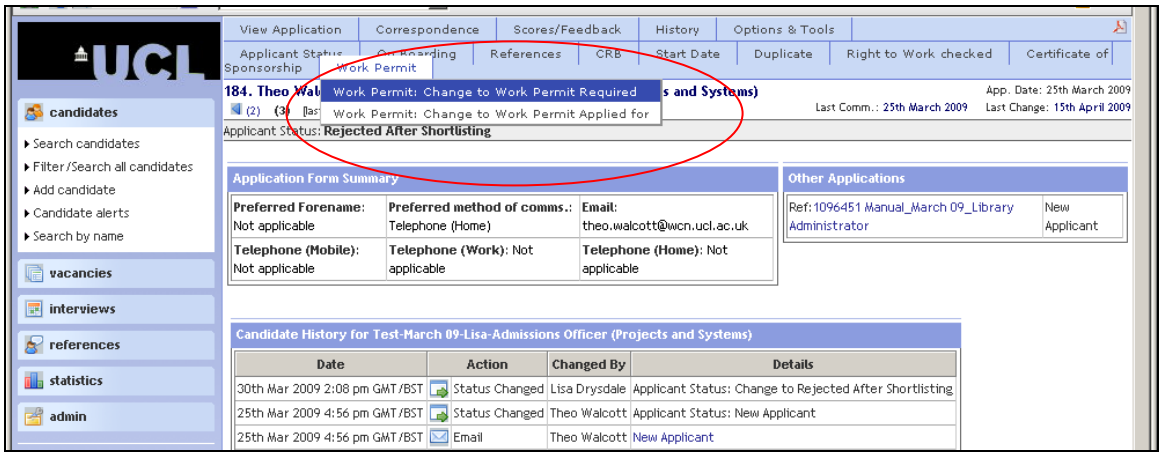


Figure 6.39 - Applicant Tracking – Application Status

Status Workflow

The recruitment process is based on a workflow that has been created within the system. *(Figure 7.0).* The status workflow defines particular stages within the process that an applicant, whether they are progressing or being rejected, needs to be moved through.

There are various ways of progressing candidates through these statuses and these are explained throughout the manual.

Every new applicant when they have applied online will automatically be assigned 'New Applicant' status. Where a candidate is manually created in the system they are to be assigned 'New Applicant' status. From this point on each candidate will be moved to the appropriate status dependent on their progress.

For example; where a candidate is shortlisted for interview, they are required to be progressed to '1st Interview (invite)'. However, if the candidate is not shortlisted that individual is required to be moved to 'Rejected After Shortlisting'.

Progress to the relevant stages in the process are discussed at the appropriate stage in the manual.

A candidate can be moved from '1st Interview (scheduled)' to 'Contacting Successful Applicant' as not every recruitment process will have more than one round of interviews.

A candidate should continue to move through the system and not backwards at any point.

There are 3 statuses that are available at any point in the process. These are:

- Withdrawn by Candidate
- Withdrawn by Recruiter
- On Hold

This enables these 3 statuses to be assigned to an individual at any stage of the process.

Attached to each of the defined status is a template correspondence appropriate for that status.

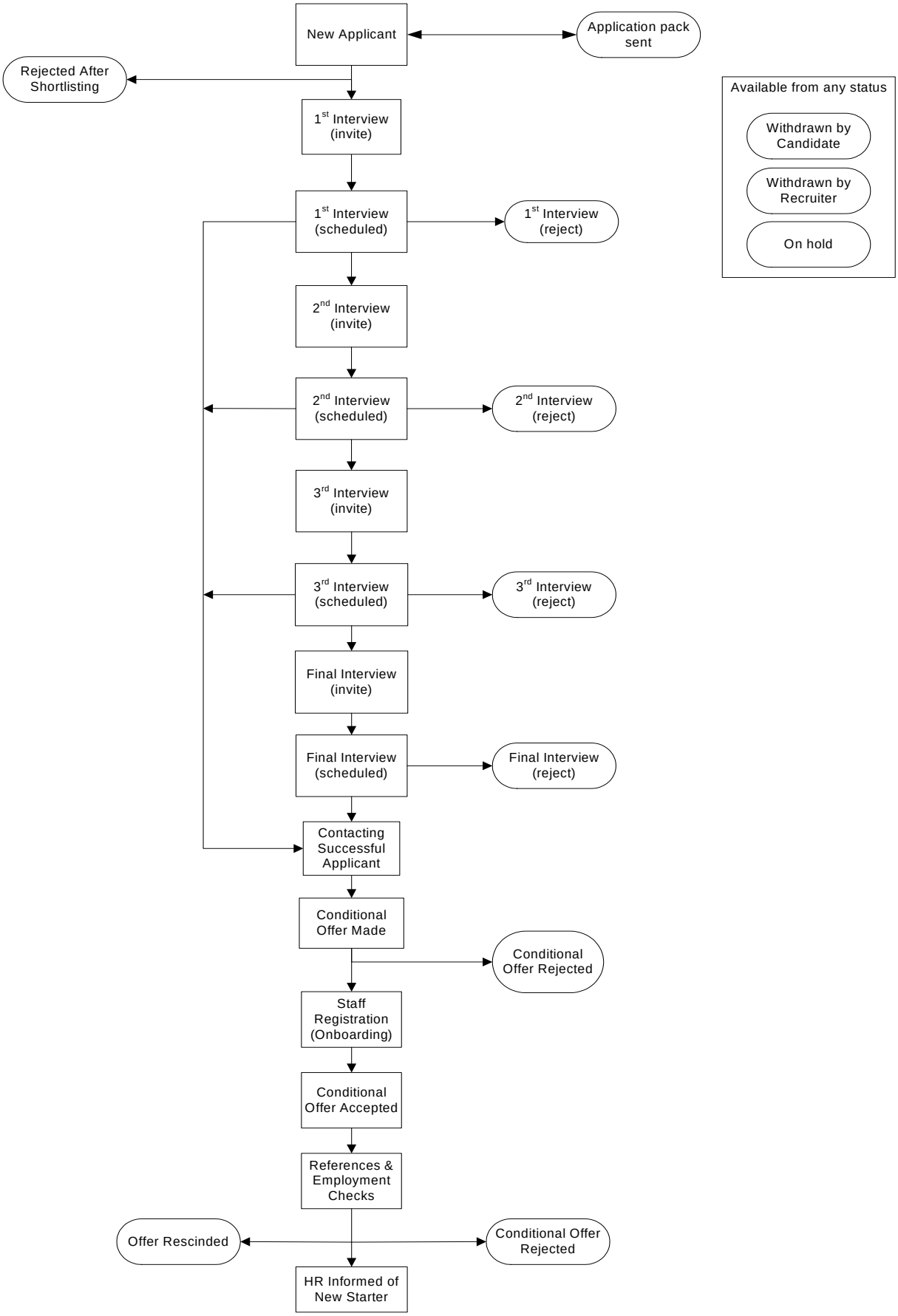


Figure 7.0: Status Workflow

Progression of candidates through the Statuses

All candidates applying for a vacancy will be tagged with the New Applicant Status. As the recruitment procedure progresses the user is required to move the candidates to their final status following the workflow given in Figure 7.0. A summary of the progression is given below.

Rejected After Shortlisting

Following the shortlisting procedure candidates who are unsuccessful with their application are to be progressed to this stage.

At the *Applicant Tracking* screen (see Figure 6.2) a bulk rejection of candidates after shortlisting is made by checking the tick boxes of the candidates concerned and selecting *Progress to next stage*. As well as allowing for a bulk status move the user can issue correspondence from the standard template accompanying this new status. Alternatively, progression to this stage can be done on an individual basis via a candidate's *History* screen using the *Applicant Status* button, again with the option to issue correspondence (see Figure 6.38).

1st Interview (invite)

Candidates who are successful following the shortlisting procedure will be progressed to this status.

As given above this can be achieved through either a bulk* progression from the *Applicant Tracking* screen, or on an individual basis via the candidate's *History* screen.

* The user can use the bulk progression to this stage route for both interview types, self scheduling and departmental scheduling. However, if the interview type is department scheduling but the department will subsequently schedule the candidates prior to corresponding with the candidates (i.e. not asking candidates to contact them to discuss a potential interview time) then when using the bulk progression to this stage, the user must **skip** sending the email by **un-ticking** the tick box titled *Send this email*.

1st Interview (scheduled)

Candidates selected for the first interview need to be progressed to the scheduled stage. If the interview type is self scheduling, then this progression will be actioned by the candidates themselves, after they have chosen an available interview slot in their UCL Communication Centre access. For department scheduling interview type the user needs to progress the candidates on the system, and this **must be done on an individual candidate basis only in the candidate's *History* screen**, using the Applicant Status button to progress the candidate. The user follows the on screen instructions to book the candidate into a particular time slot.

Following the 1st interview candidates need to be progressed appropriately to either

- 1st Interview (rejected),
- Contacting Successful Applicant (if the successful applicant is identified without the need to undertake further interviews) or
- 2nd Interview (invite).

1st Interview (reject)
Candidates to be rejected after undertaking the 1st Interview now need to be progressed to 1st Interview (reject).

At the *Applicant Tracking* screen (see Figure 6.2) a bulk rejection of candidates following the 1St Interview is made by checking the tick boxes of the candidates concerned and selecting *Progress to next stage*. As well as allowing for a bulk status move the user can issue correspondence from the standard template accompanying this new status. Alternatively, progression to this stage can be done on an individual basis via a candidate's *History* screen using the *Applicant Status* button, again with the option to issue correspondence (see Figure 6.38).

2nd/3rd/Final Interview (invite) and **2nd/3rd/Final Interview (scheduled)**
Following the 1st set of interviews, candidates who are at 1st Interview (scheduled) and who are due to be invited to attend further interview(s) need to be progressed to 2nd Interview (invite).

The user needs to initially select 2nd Interview (invite) followed by 2nd Interview (scheduled) The procedure described above for 1st Interview (invite) and 1st Interview (scheduled) are to be repeated for such subsequent 2nd/3rd and Final Interviews that may occur in the particular recruitment campaign. Candidates unsuccessful in this recruitment following either 2nd, 3rd or Final interviews are to be progressed to the accompanying rejected status akin to 1st Interview (reject), refer to this status change above.

Contacting Successful Applicant
When the successful applicant is identified following a set of interviews progress the applicant to Contacting Successful Applicant.

This can be done by selecting the candidate from the list of applicants (tick box) and selecting *Progress to next stage*. At this time the user can issue correspondence from the standard template accompanying this new status.

Conditional Offer Made
Progression to Conditional Offer made follows Contacting Successful Applicant.

At the *Applicant Tracking* screen (see Figure 6.2) progress the successful applicant to this status by checking the tick box of the candidate concerned and selecting *Progress to next stage*. The user can issue correspondence from the standard template accompanying this status change. Alternatively, progression to this status can be done on an individual basis via a candidate's *History* screen using the *Applicant Status* button, again with the option to issue correspondence (see Figure 6.38).

Conditional Offer Rejected
One option of progression following Conditional Offer Made.

If the successful candidate rejects the offer, this can be done by the candidate directly in their log in area or this status change can be selected by the user as follows. At the *Applicant Tracking* screen (see Figure 6.2) the candidate can be progressed to this status by checking the tick box of the candidate concerned and selecting *Progress to next stage*. The user can issue correspondence from the standard template accompanying this status change.

Conditional Offer Accepted
2nd option of progression following Conditional Offer Made.

At the *Applicant Tracking* screen (see Figure 6.2) progress the successful applicant to this status by checking the tick box of the candidate concerned and selecting *Progress to next stage*. The user can issue correspondence from the standard template accompanying this status change. Alternatively, progression to this status can be done on an individual basis via a candidate's *History* screen using the *Applicant Status* button, again with the option to issue correspondence (see Figure 6.38).

Note: This is the final status that the successful candidate needs to be progressed to. Human Resources will progress the candidate through any further statuses.

Reference & Employment Checks
Available as a sub status.

Offer Rescinded
Available as a sub status.

Conditional Offer Rejected
Available following Conditional Offer Accepted.

Refer to the guidelines specified above for this status change.

HR Record Updated and Complete
The status should not be applied to the candidates record. This will be managed by Human Resources.

Booking interview slots

Bulk Rejection

Once the shortlisting procedure has been completed, it is possible to bulk reject candidates who are not going to be invited to interview. The bulk rejection should only be used to reject candidates after shortlisting. To bulk reject:

- Click in and type in to search for the vacancy
- Click the arrow in blue box
- From the Applicant Tracking screen click on ‘New Applicants’

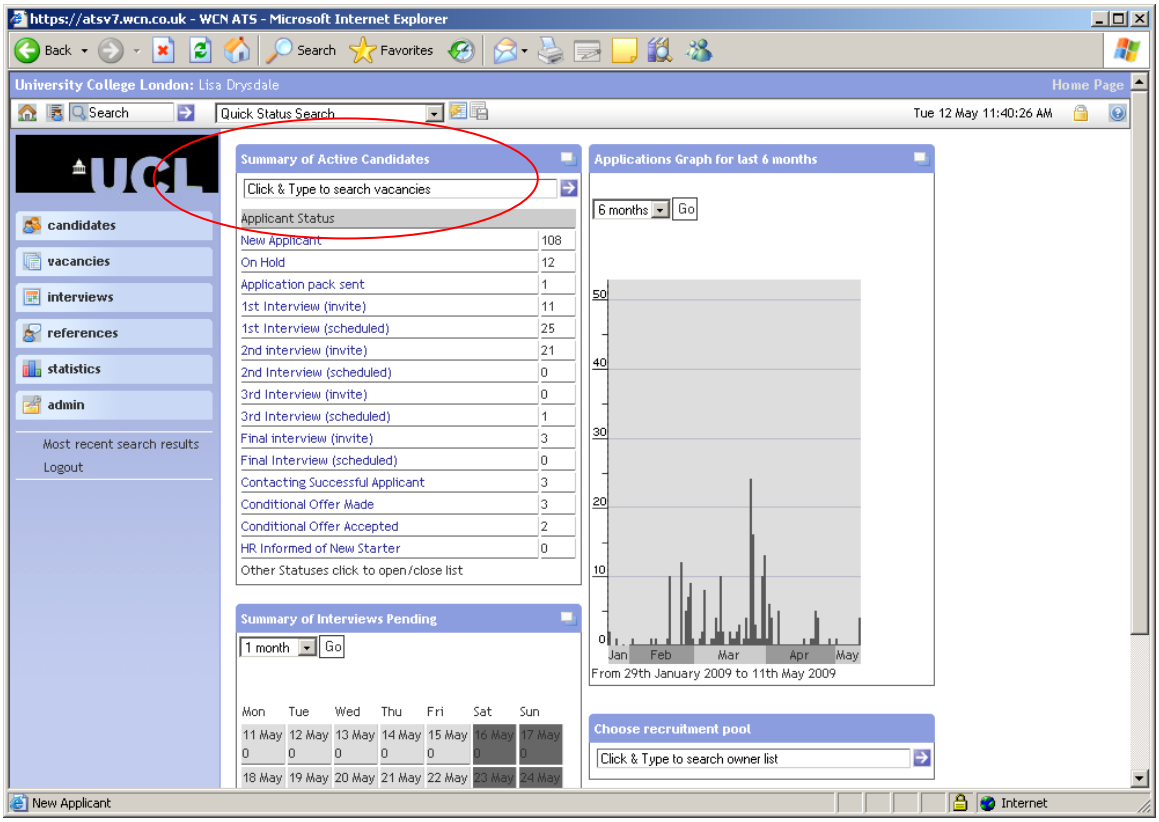


Figure 8.0 – Booking interview slots : Bulk Rejection

- Select the candidates to ‘reject’
- Click on Progress to Next Stage *(Figure 8.1)*

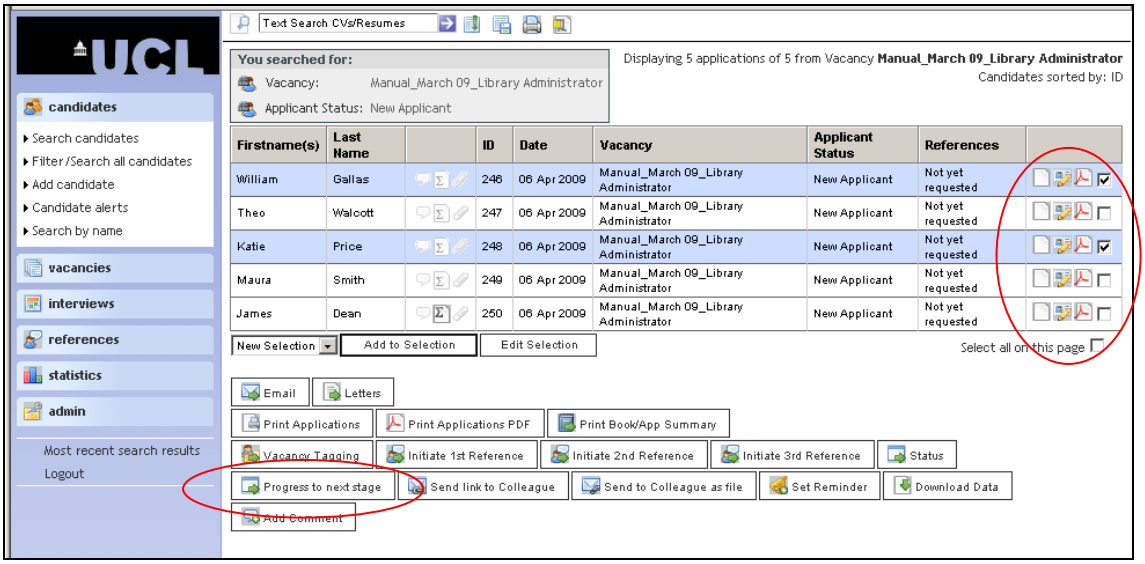

Text Search CVs/Resumes
You searched for:
Vacancy: Manual_March 09_Library Administrator
Applicant Status: New Applicant
Displaying 5 applications of 5 from Vacancy Manual_March 09_Library Administrator
Candidates sorted by: ID
candidates
Search candidates
Filter /Search all candidates
Add candidate
Candidate alerts
Search by name
vacancies
interviews
references
statistics
admin
Most recent search results
Logout
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status | References
William | Gallas | 246 | 06 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
Theo | Walcott | 247 | 06 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
Katie | Price | 248 | 06 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
Maura | Smith | 249 | 06 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
James | Dean | 250 | 06 Apr 2009 | Manual_March 09_Library Administrator | New Applicant | Not yet requested
New Selection
Add to Selection
Edit Selection
Select all on this page
Email
Letters
Print Applications
Print Applications PDF
Print Book/App Summary
Vacancy Tagging
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Send link to Colleague
Send to Colleague as file
Set Reminder
Download Data
Add Comment

Figure 8.1 – Booking interview slots : Bulk Rejection : Progress to Next Stage

- Click on the drop down arrow and select 'Applicant Status: Change to Rejected After Shortlisting' *(Figure 8.2)*

- Click Update

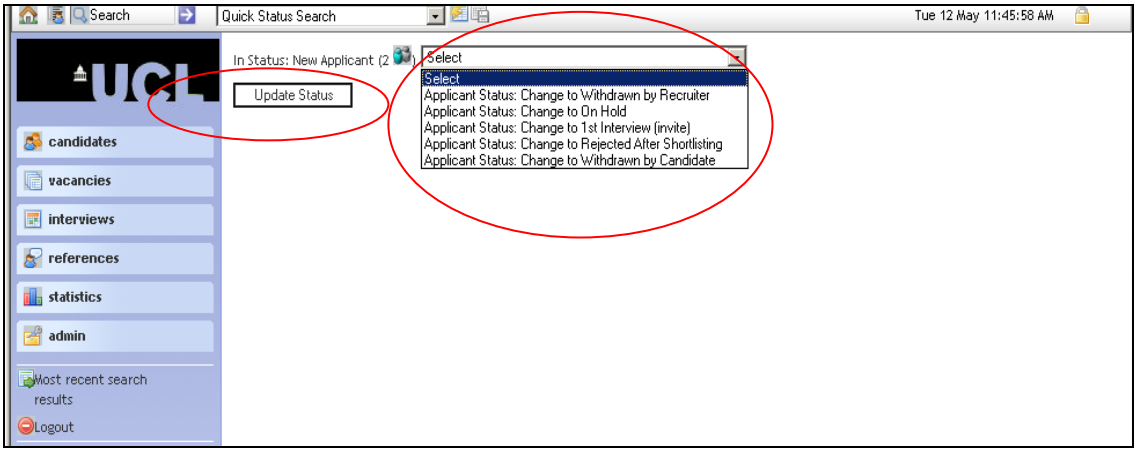


Figure 8.2 – Booking interview slots : Bulk Rejection : Select and update status

Invite to interview

There are three options for inviting an Applicant to interview:

1. Applicant invited to interview and given the date and time at point of invite
2. Applicant invited to interview and asked to call to book a time for the interview
3. Applicant can self schedule their interview (select their own slot online via the candidate communication centre)

Applicant invited to interview and given the date and time at the point of invite.

Navigate to the Applicants from the home page *(Figure 8.3)*:

- Click into the box under 'Summary of Active Candidate'
- From the drop down list select the vacancy
- Click on the arrow in blue box to execute the query

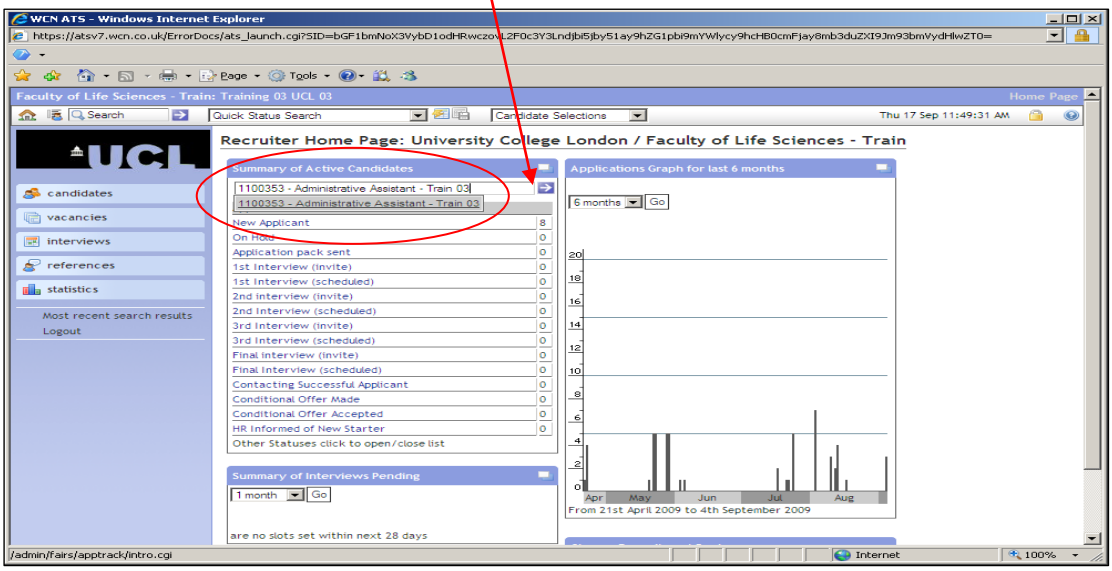

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Recruiter Home Page: University College London / Faculty of Life Sciences - Train
candidates
vacancies
interviews
references
statistics
Summary of Active Candidates
1100353 - Administrative Assistant - Train 03
New Applicant
Application pack sent
1st Interview (invite)
1st Interview (scheduled)
2nd Interview (invite)
2nd Interview (scheduled)
3rd Interview (invite)
3rd Interview (scheduled)
Final Interview (invite)
Final Interview (scheduled)
Contacting Successful Applicant
Conditional Offer Made
Conditional Offer Accepted
HR Informed of New Starter
Other Statuses click to open/close list
Summary of Interviews Pending
are no slots set within next 28 days
Applications Graph for last 6 months
From 21st April 2009 to 4th September 2009

Figure 8.3 – Selecting vacancy from home page

- Click on to New Applicant *(Figure 8.4)*

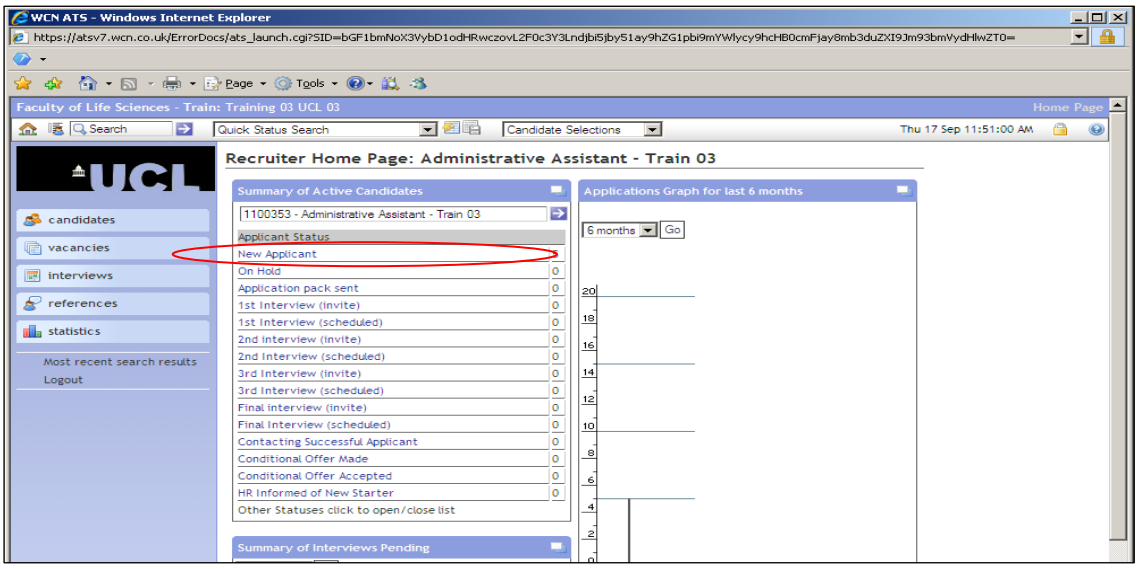


Figure 8.4 – Selecting New Applicants for a particular vacancy.

The names will appear on the ATS (Application Tracking Screen) in the order in which the application was received. To sort alphabetically either by First name or Last name, click onto the grey header bar to sort *(Figure 8.5)*.

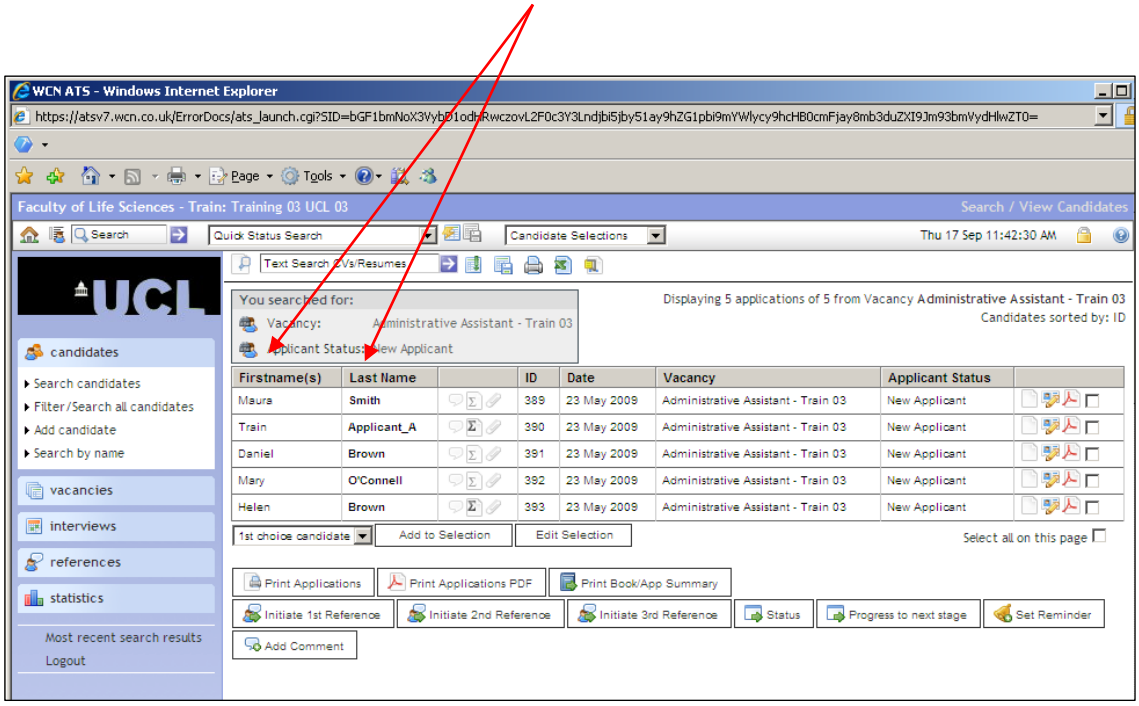

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Search / View Candidates
You searched for:
Vacancy: Administrative Assistant - Train 03
Applicant Status: New Applicant
Displaying 5 applications of 5 from Vacancy Administrative Assistant - Train 03
Candidates sorted by: ID
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status
Maura | Smith | 389 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Train | Applicant_A | 390 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Daniel | Brown | 391 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Mary | O'Connell | 392 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Helen | Brown | 393 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Add to Selection
Edit Selection
Select all on this page
Print Applications
Print Applications PDF
Print Book/App Summary
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Set Reminder
Add Comment

Figure 8.5 – List of New Applicants

- Select the Applicants by placing a tick in the box *(Figure 8.6)*
- Click onto Progress to next stage

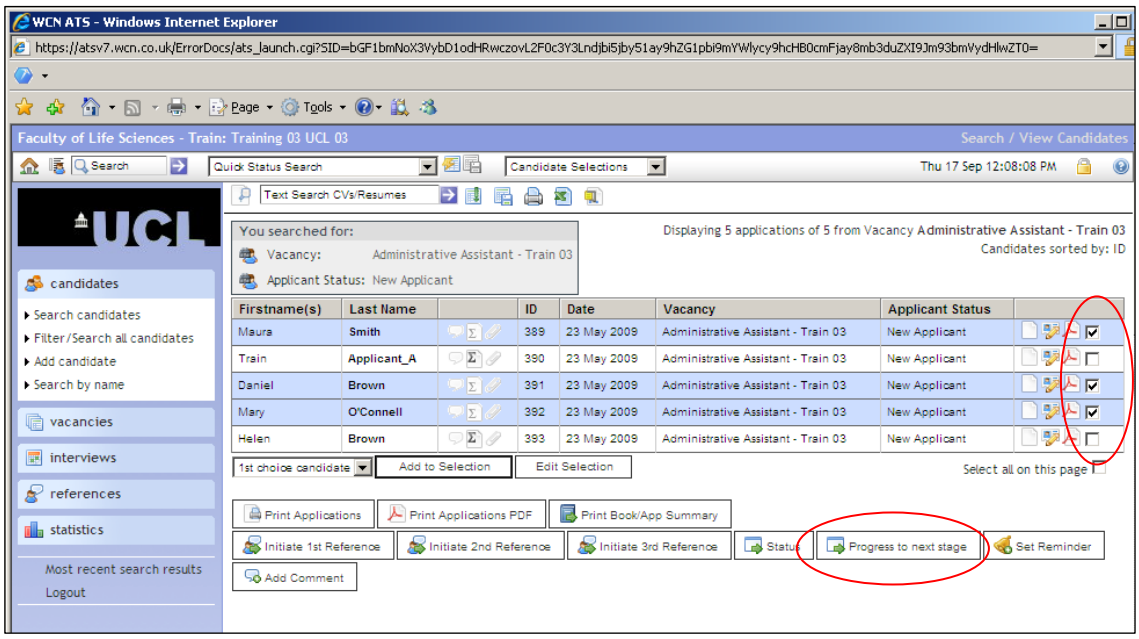

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Search / View Candidates
Quick Status Search
Candidate Selections
Thu 17 Sep 12:08:08 PM
Text Search CVs/Resumes
You searched for:
Vacancy: Administrative Assistant - Train 03
Applicant Status: New Applicant
Displaying 5 applications of 5 from Vacancy Administrative Assistant - Train 03
Candidates sorted by: ID
candidates
Search candidates
Filter/Search all candidates
Add candidate
Search by name
vacancies
interviews
references
statistics
Most recent search results
Logout
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status
Maura | Smith | 389 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Train | Applicant_A | 390 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Daniel | Brown | 391 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Mary | O'Connell | 392 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Helen | Brown | 393 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
1st choice candidate
Add to Selection
Edit Selection
Select all on this page
Print Applications
Print Applications PDF
Print Book/App Summary
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Set Reminder
Add Comment

Figure 8.6 – Selecting New Applicants to Progress to Next Stage

- Click on the drop down arrow *(Figure 8.7)* and select 'Applicant Status – Change to 1st Interview (invite)

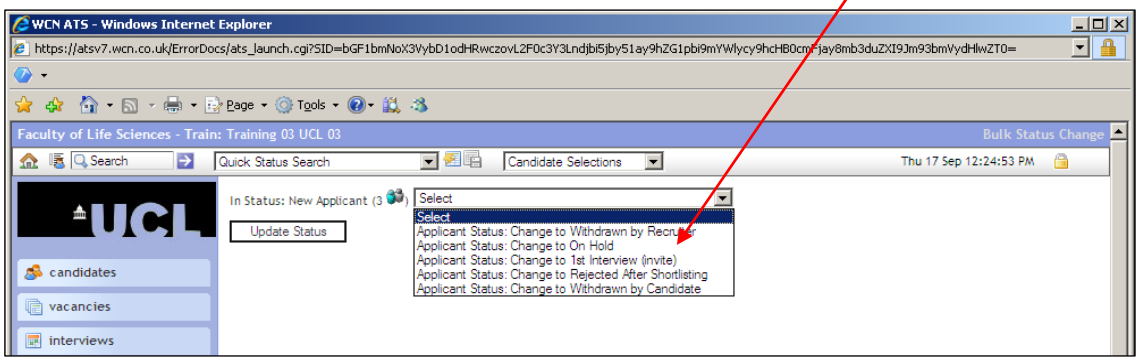

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Bulk Status Change
Quick Status Search
Candidate Selections
Thu 17 Sep 12:24:53 PM
In Status: New Applicant (3
Update Status
Select
Applicant Status: Change to Withdrawn by Recruiter
Applicant Status: Change to On Hold
Applicant Status: Change to 1st Interview (invite)
Applicant Status: Change to Rejected After Shortlisting
Applicant Status: Change to Withdrawn by Candidate
candidates
vacancies
interviews

Figure 8.7 – Status change options

- Click on the Update Status button *(Figure 8.8)*

NB: The email is not required to be sent out at this stage, it is the requirement to move the Applicant Status on only.

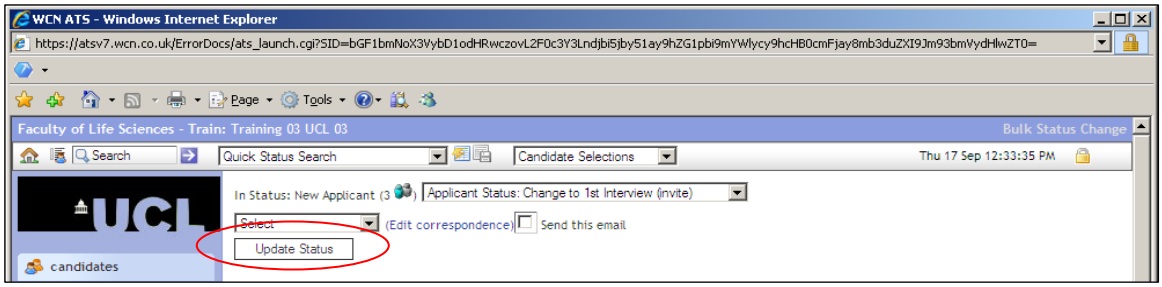


Figure 8.8 – Updating Status change without issuing email correspondence

The system will return to the ATS. To move all the Applicants in the status '1st Interview (invite)' to the top of the screen:

- Click on Applicant Status on the grey header bar *(Figure 8.9)*

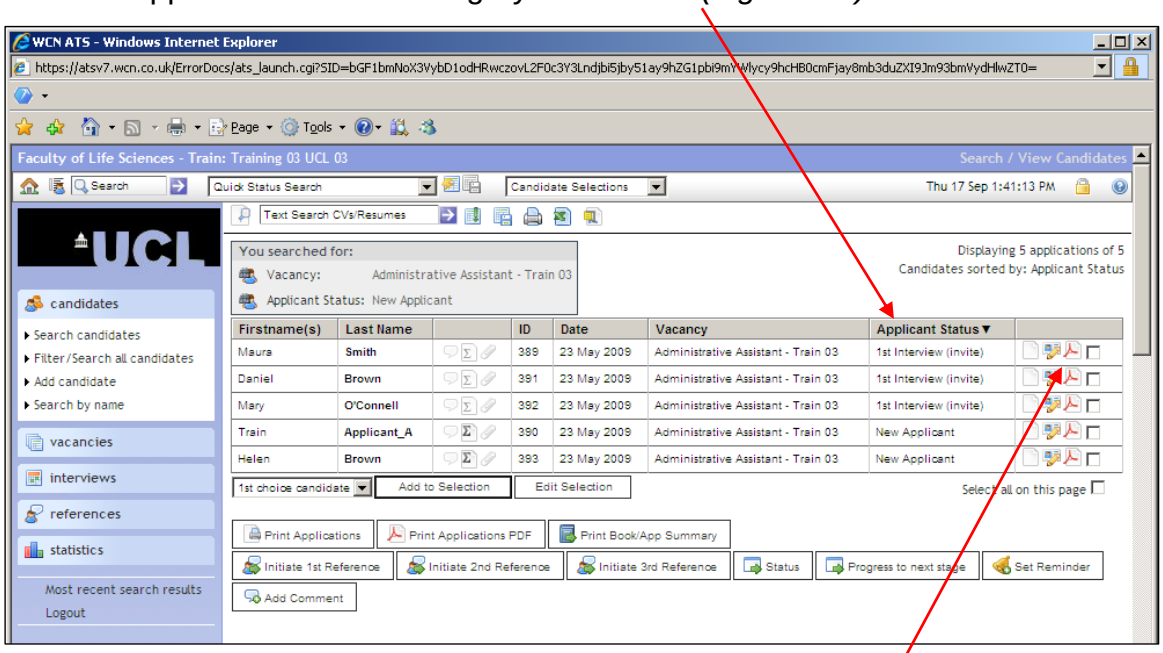

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Search / View Candidates
Quick Status Search
Candidate Selections
Thu 17 Sep 1:41:13 PM
Text Search CVs/Resumes
You searched for:
Vacancy: Administrative Assistant - Train 03
Applicant Status: New Applicant
Displaying 5 applications of 5
Candidates sorted by: Applicant Status
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status
Maura | Smith | 389 | 23 May 2009 | Administrative Assistant - Train 03 | 1st Interview (invite)
Daniel | Brown | 391 | 23 May 2009 | Administrative Assistant - Train 03 | 1st Interview (invite)
Mary | O'Connell | 392 | 23 May 2009 | Administrative Assistant - Train 03 | 1st Interview (invite)
Train | Applicant_A | 390 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Helen | Brown | 393 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
1st choice candidate
Add to Selection
Edit Selection
Select all on this page
Print Applications
Print Applications PDF
Print Book/App Summary
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Set Reminder
Add Comment
candidates
Search candidates
Filter/Search all candidates
Add candidate
Search by name
vacancies
interviews
references
statistics
Most recent search results
Logout

Figure 8.9 – Ordering applicants by their status

- Select candidate(s) and click on the Applicant History icon to enter the Candidate history *(Figure 8.10)*

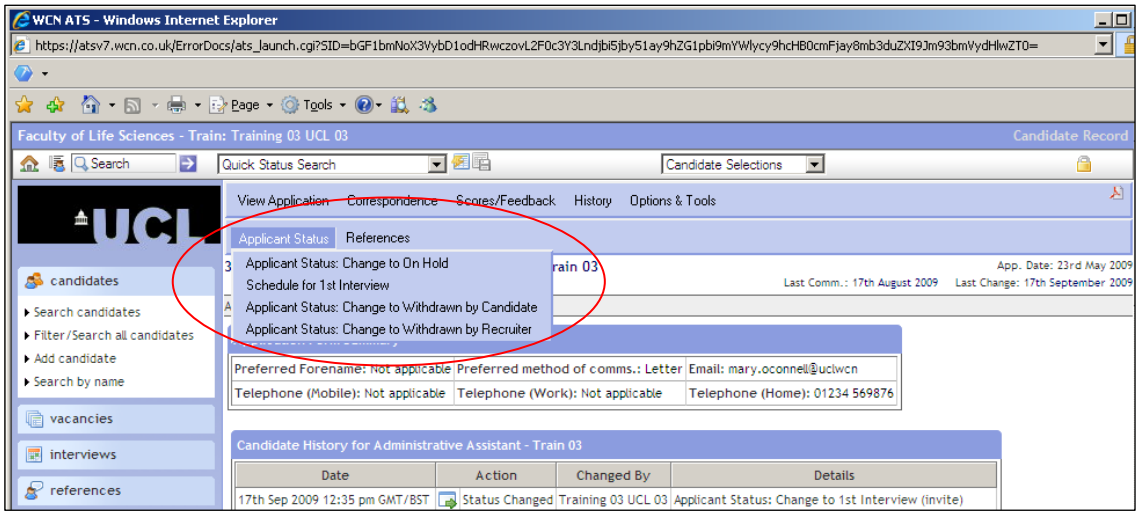

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Candidate Record
Quick Status Search
Candidate Selections
View Application
Correspondence
Scores/Feedback
History
Options & Tools
Applicant Status
References
Applicant Status: Change to On Hold
Schedule for 1st Interview
Applicant Status: Change to Withdrawn by Candidate
Applicant Status: Change to Withdrawn by Recruiter
App. Date: 23rd May 2009
Last Comm.: 17th August 2009
Last Change: 17th September 2009
Preferred Forename: Not applicable
Preferred method of comms.: Letter
Email: mary.oconnell@uclwcn
Telephone (Mobile): Not applicable
Telephone (Work): Not applicable
Telephone (Home): 01234 569876
Candidate History for Administrative Assistant - Train 03
Date | Action | Changed By | Details
17th Sep 2009 12:35 pm GMT/BST | Status Changed | Training 03 UCL 03 | Applicant Status: Change to 1st Interview (invite)
candidates
Search candidates
Filter/Search all candidates
Add candidate
Search by name
vacancies
interviews
references

Figure 8.10 – Progression to next status within the candidate History screen

- Click on Applicant Status and from the drop down list select *(Figure 8.10)*
- Change to Schedule for 1st Interview
- Select the time slot you wish the candidate to attend *(Figure 8.11)*

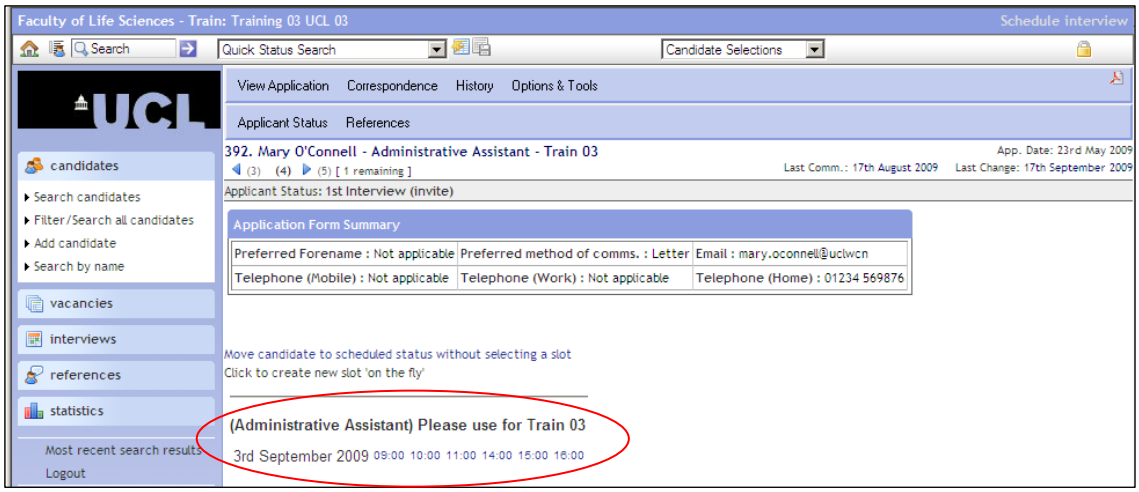


Figure 8.11 – Selection of Interview slot

- Click on 'Confirm' *(Figure 8.12)*

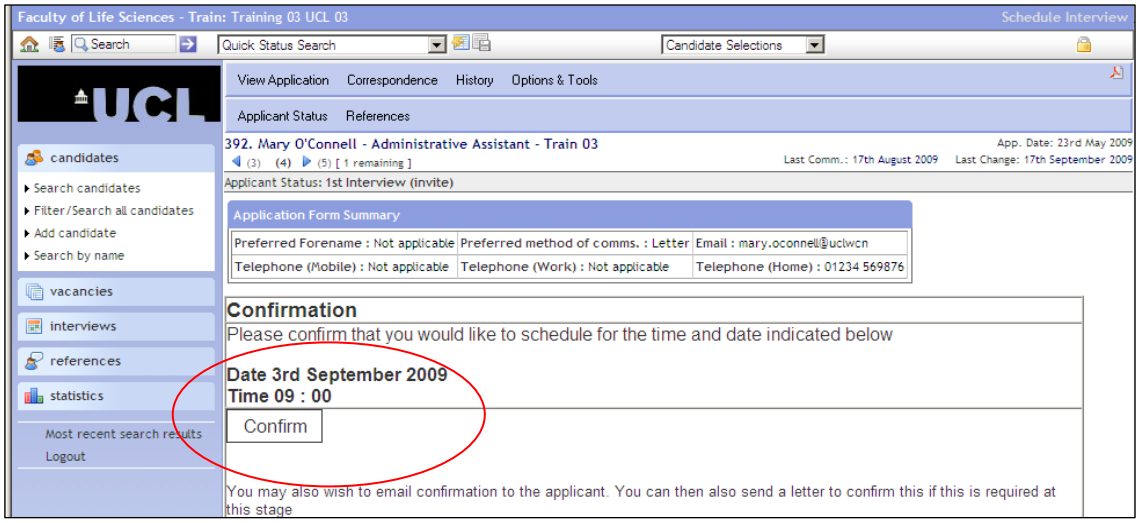

Faculty of Life Sciences - Train: Training 03 UCL 03
Schedule Interview
Search
Quick Status Search
Candidate Selections
View Application
Correspondence
History
Options & Tools
Applicant Status
References
candidates
Search candidates
Filter/Search all candidates
Add candidate
Search by name
vacancies
interviews
references
statistics
Most recent search results
Logout
392. Mary O'Connell - Administrative Assistant - Train 03
App. Date: 23rd May 2009
Last Comm.: 17th August 2009
Last Change: 17th September 2009
Applicant Status: 1st Interview (invite)
Application Form Summary
Preferred Forename : Not applicable
Preferred method of comms. : Letter
Email : mary.oconnell@uclwcn
Telephone (Mobile) : Not applicable
Telephone (Work) : Not applicable
Telephone (Home) : 01234 569876
Confirmation
Please confirm that you would like to schedule for the time and date indicated below
Date 3rd September 2009
Time 09 : 00
Confirm
You may also wish to email confirmation to the applicant. You can then also send a letter to confirm this if this is required at this stage

Figure 8.12 – Confirmation of Interview Slot booking

From the Candidate History screen:

- Click on Correspondence *(Figure 8.13)*
- Select from the drop down list *send Email* or *send Letter*

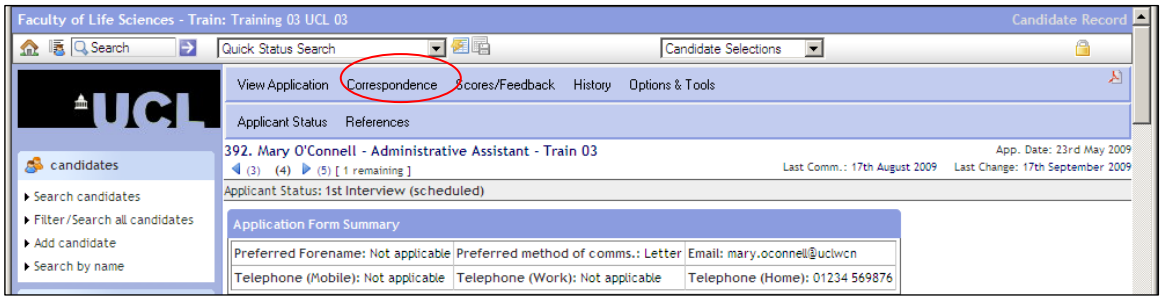


Figure 8.13 – Correspondence field in the candidate History screen

Email and Letters (Correspondence)

Two different options are available to contact the candidates 'Email' or 'Letter', whichever the candidate has indicated as their preferred method of contact should be used.

The candidates 'preferred method of communication' can be viewed within the 'Application form Summary' section of the Candidate History Screen *(Figure 8.14)*.

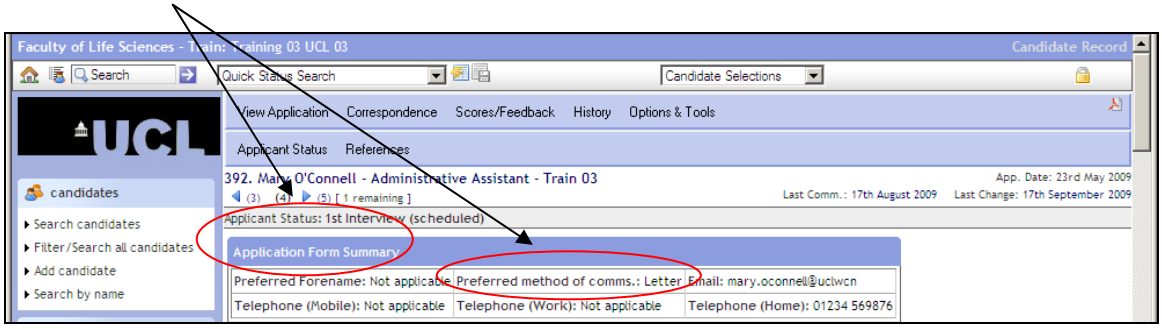


Figure 8.14 – Application Form Summary details

Sending emails

If you click on the Email icon it will transfer you to the following page.

Templates can be found in the drop-down list, entitled 'Templates'. Select the template 'Invite to 1st Interview' *(Figure 8.15).* For more than one interview select the appropriate 'Invite to Interview' template

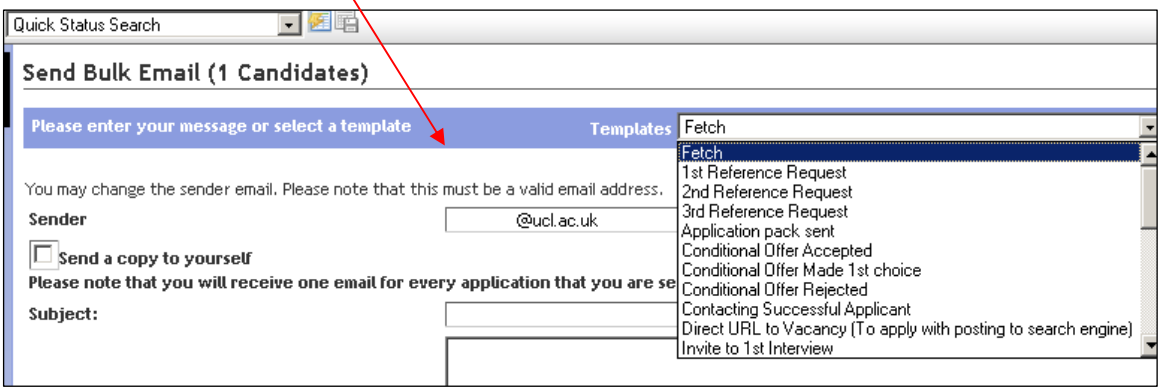

Quick Status Search
Send Bulk Email (1 Candidates)
Please enter your message or select a template
Templates
Fetch
Fetch
1st Reference Request
2nd Reference Request
3rd Reference Request
Application pack sent
Conditional Offer Accepted
Conditional Offer Made 1st choice
Conditional Offer Rejected
Contacting Successful Applicant
Direct URL to Vacancy (To apply with posting to search engine)
Invite to 1st Interview
You may change the sender email. Please note that this must be a valid email address.
Sender
@ucl.ac.uk
Send a copy to yourself
Please note that you will receive one email for every application that you are se
Subject:

Figure 8.15 : Applicant tracking - Correspondence

Click ‘Fetch’ to populate the Email Text field with your chosen email (4.) *(Figure 8.16)*

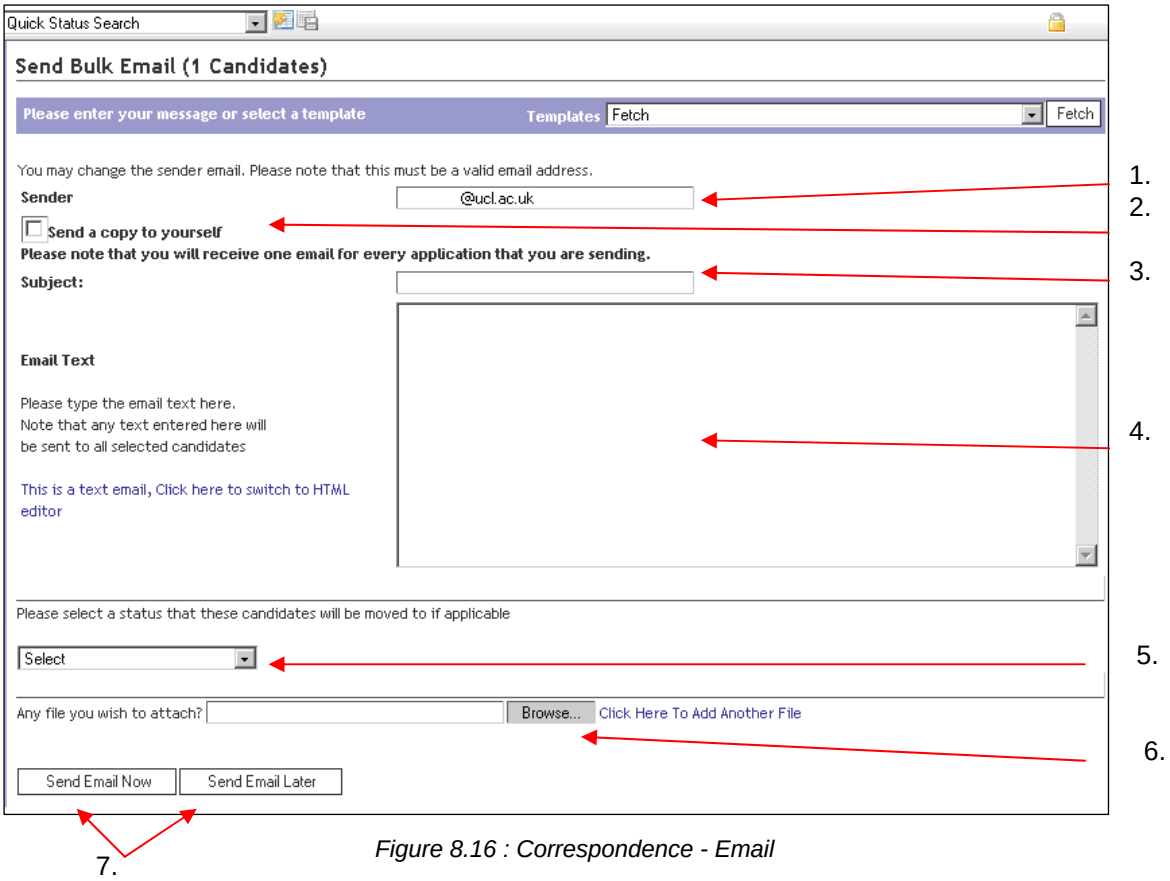

Quick Status Search
Send Bulk Email (1 Candidates)
Please enter your message or select a template
Templates
Fetch
You may change the sender email. Please note that this must be a valid email address.
Sender
@ucl.ac.uk
Send a copy to yourself
Please note that you will receive one email for every application that you are sending.
Subject:
Email Text
Please type the email text here.
Note that any text entered here will be sent to all selected candidates
This is a text email, Click here to switch to HTML editor
Please select a status that these candidates will be moved to if applicable
Select
Any file you wish to attach?
Browse...
Click Here To Add Another File
Send Email Now
Send Email Later
1.
2.
3.
4.
5.
6.
7.

Figure 8.16 : Correspondence - Email

1. The email address of the selected colleague will pull through.
2. If you wish to send a copy of the email to yourself tick the box.
3. Enter in a subject title of the email.
4. Populated email text appears here.
5. From the drop-down list, select the status you wish to move the candidate onto.
6. Attach any files you wish the candidate to view.
7. Click on the ‘Send Email Now’ or ‘Send Email Later’. Where send later is selected. Enter in the date and time you wish the email to be sent. *(Figure 8.17)*

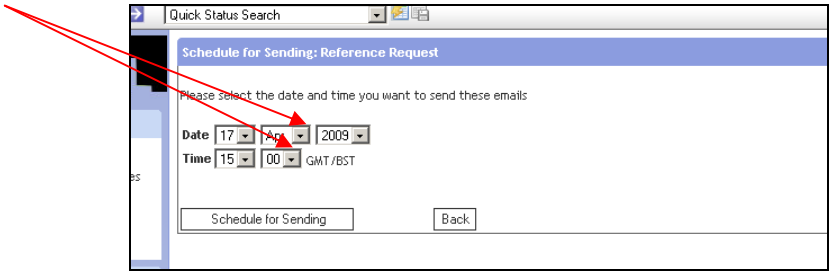


Figure 8.17 : Delayed Email Scheduling

Sending Letters

Click ‘Fetch’ to populate the letter template with the appropriate text *(Figure 8.18)*

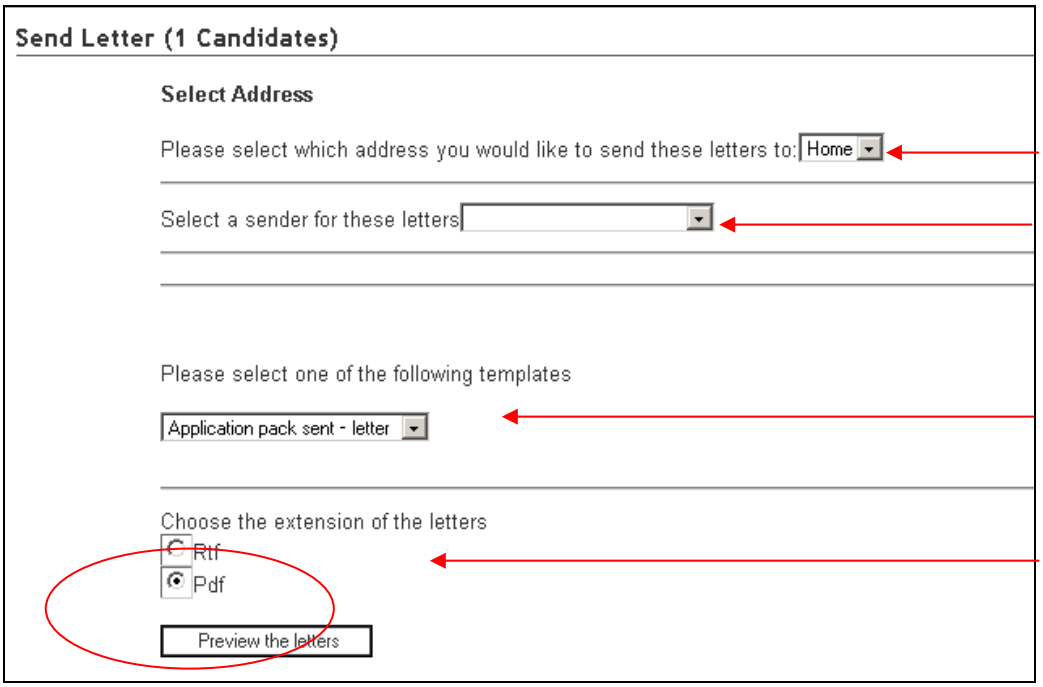


Figure 8.18 : Corresponding by letter

1 From the drop-down list and select the address you wish the letter to be sent to.

2 From the drop-down list select the ‘sender’ of the letter.

3 Select the letter template, ‘Invite to 1st Interview’ from the drop-down list. For more than one interview select the appropriate ‘Invite to Interview’ template.

4 Choose the option from the Rtf (Rich text format) or PDF and click on ‘Preview the letters’.

Applicant asked to call to book a time for the interview

This option would be used where the candidate is to be invited to interview and asked to contact you to arrange an appropriate time:

Stage 1 : Invite to Interview

Navigate to the Applicants from the home page.

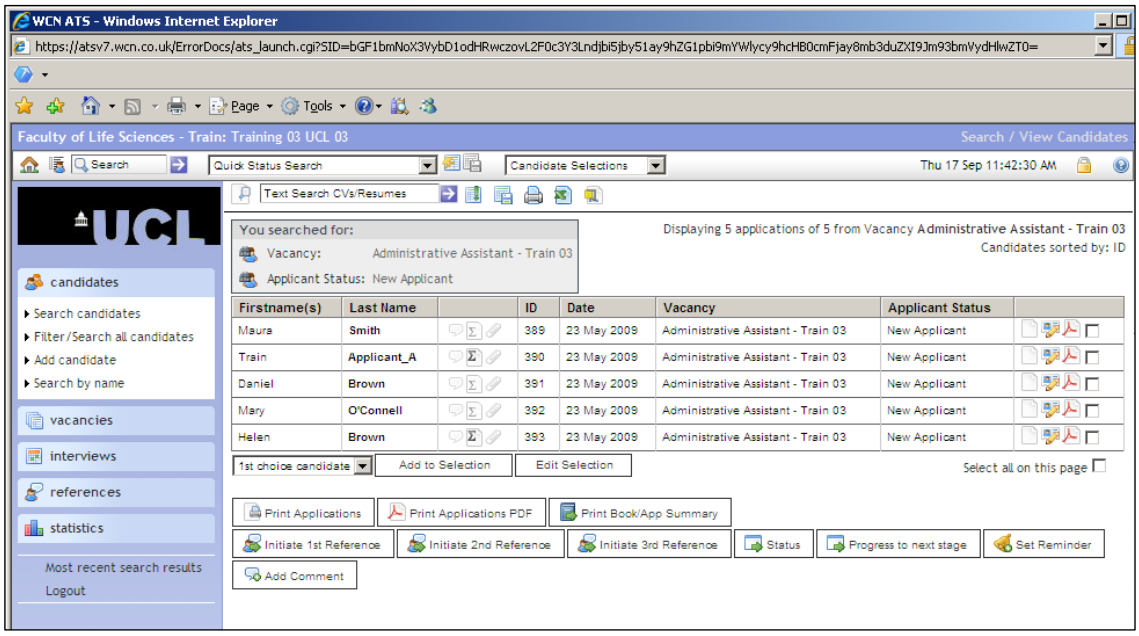

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Search / View Candidates
Thu 17 Sep 11:42:30 AM
You searched for:
Vacancy: Administrative Assistant - Train 03
Applicant Status: New Applicant
Displaying 5 applications of 5 from Vacancy Administrative Assistant - Train 03
Candidates sorted by: ID
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status
Maura | Smith | 389 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Train | Applicant_A | 390 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Daniel | Brown | 391 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Mary | O'Connell | 392 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Helen | Brown | 393 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
candidates
Search candidates
Filter/Search all candidates
Add candidate
Search by name
vacancies
interviews
references
statistics
Most recent search results
Logout
Add to Selection
Edit Selection
Select all on this page
Print Applications
Print Applications PDF
Print Book/App Summary
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Set Reminder
Add Comment

Figure 8.19 - List of New Applicants

- Select the Applicants by placing a tick in the box *(Figure 8.20)*
- Click onto Progress to next stage

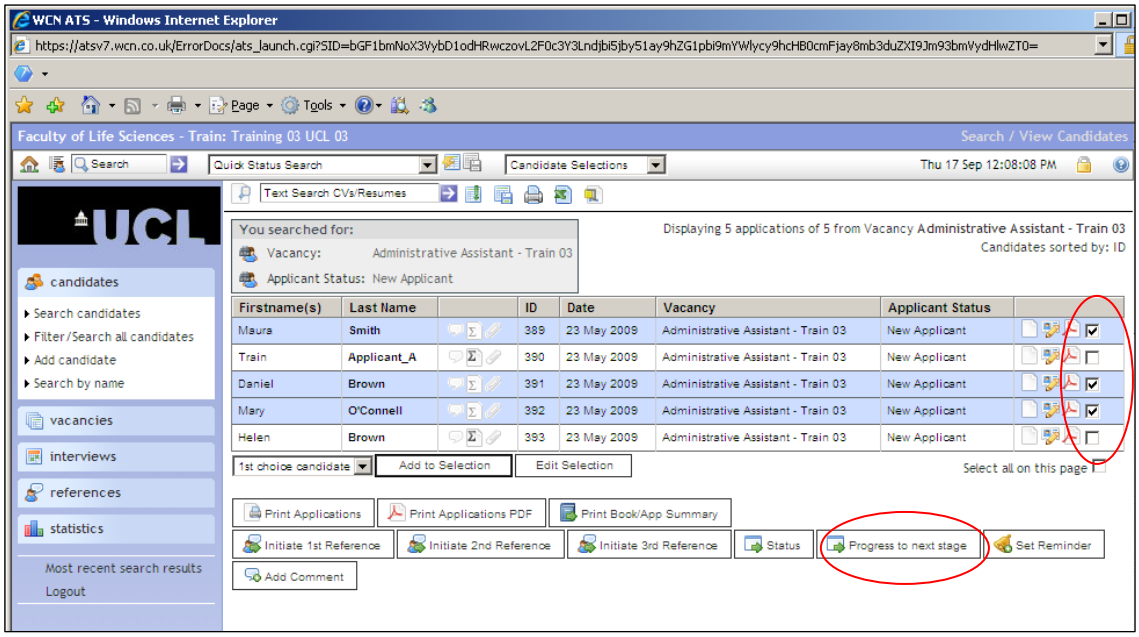

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Search / View Candidates
Thu 17 Sep 12:08:08 PM
You searched for:
Vacancy: Administrative Assistant - Train 03
Applicant Status: New Applicant
Displaying 5 applications of 5 from Vacancy Administrative Assistant - Train 03
Candidates sorted by: ID
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status
Maura | Smith | 389 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Train | Applicant_A | 390 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Daniel | Brown | 391 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Mary | O'Connell | 392 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Helen | Brown | 393 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
candidates
Search candidates
Filter/Search all candidates
Add candidate
Search by name
vacancies
interviews
references
statistics
Most recent search results
Logout
Add to Selection
Edit Selection
Select all on this page
Print Applications
Print Applications PDF
Print Book/App Summary
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Set Reminder
Add Comment

Figure 8.20 – Selecting New Applicants to Progress to Next Stage

- Click on the drop down arrow *(Figure 8.21)* and select 'Applicant Status – Change to 1st Interview (invite).

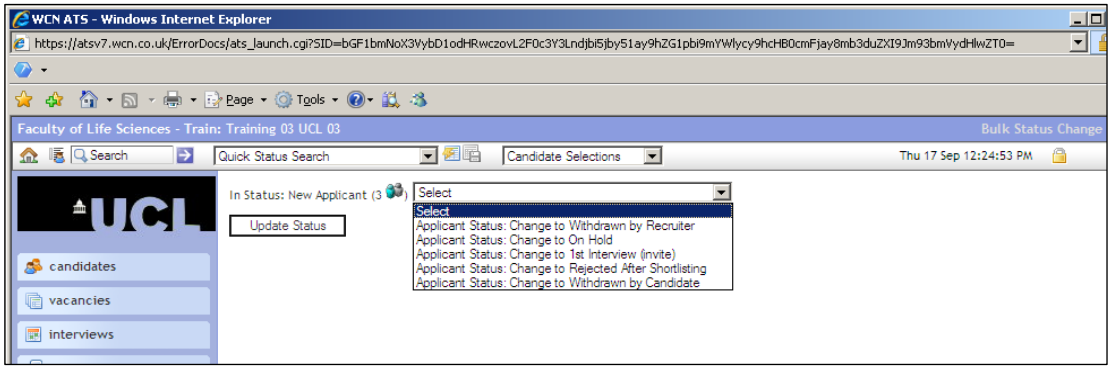

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Bulk Status Change
Quick Status Search
Candidate Selections
Thu 17 Sep 12:24:53 PM
In Status: New Applicant (3
Select
Update Status
Applicant Status: Change to Withdrawn by Recruiter
Applicant Status: Change to On Hold
Applicant Status: Change to 1st Interview (invite)
Applicant Status: Change to Rejected After Shortlisting
Applicant Status: Change to Withdrawn by Candidate
candidates
vacancies
interviews

Figure 8.21 – Status change options

- Tick the 'Send this email' box *(Figure 8.22)* and select 'Invite to 1st Interview'.

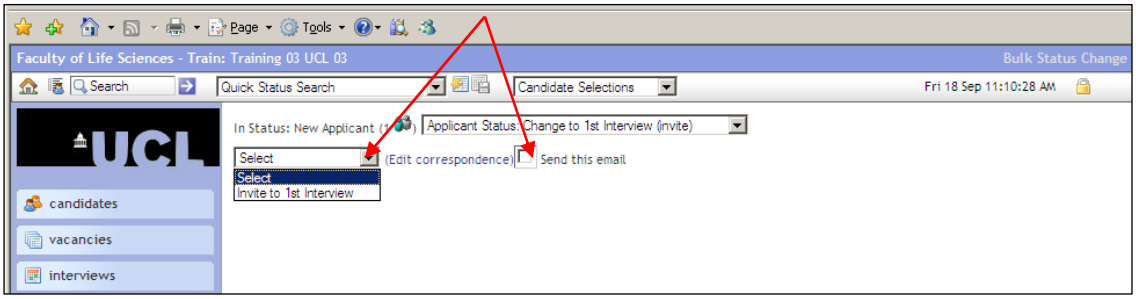


Figure 8.22 – Selecting correspondence accompanying status change

The 'Sender' address will populate as the no-reply address, which can be changed by clicking into the 'sender' box and enter in the appropriate email address *(Figure 8.23)*.

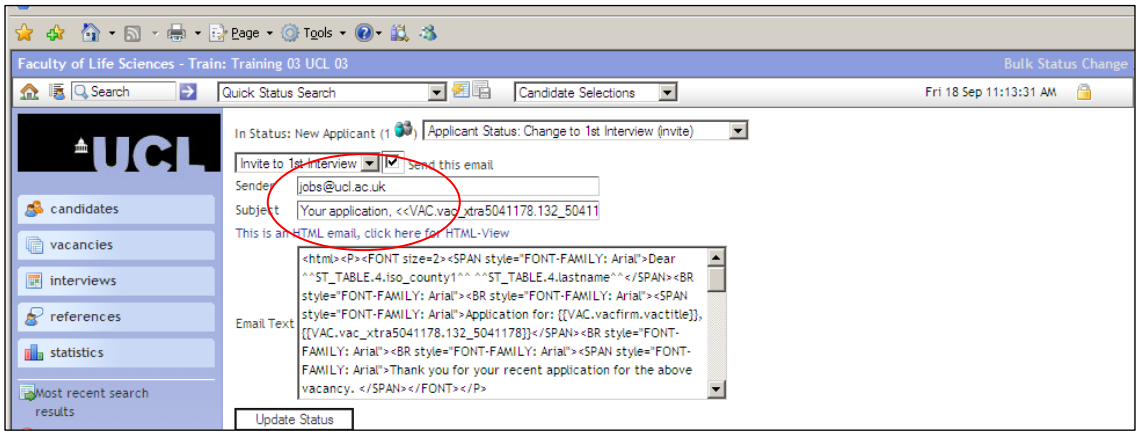


Figure 8.23 – Text of correspondence and emailing options

To view the text of the email:

- Click on 'This is an HTML email, click here for HTML View.

NB: You can amend the text of the text however do not remove any of the links that populate text when update status is clicked.

- Click on Update Status

This correspondence will inform the candidate that they have been chosen for interview and ask them to contact the UCL department to book their interview slot online.

Stage 2 : When the candidate telephones to arrange time

- Click on Applicant Status on the grey header bar

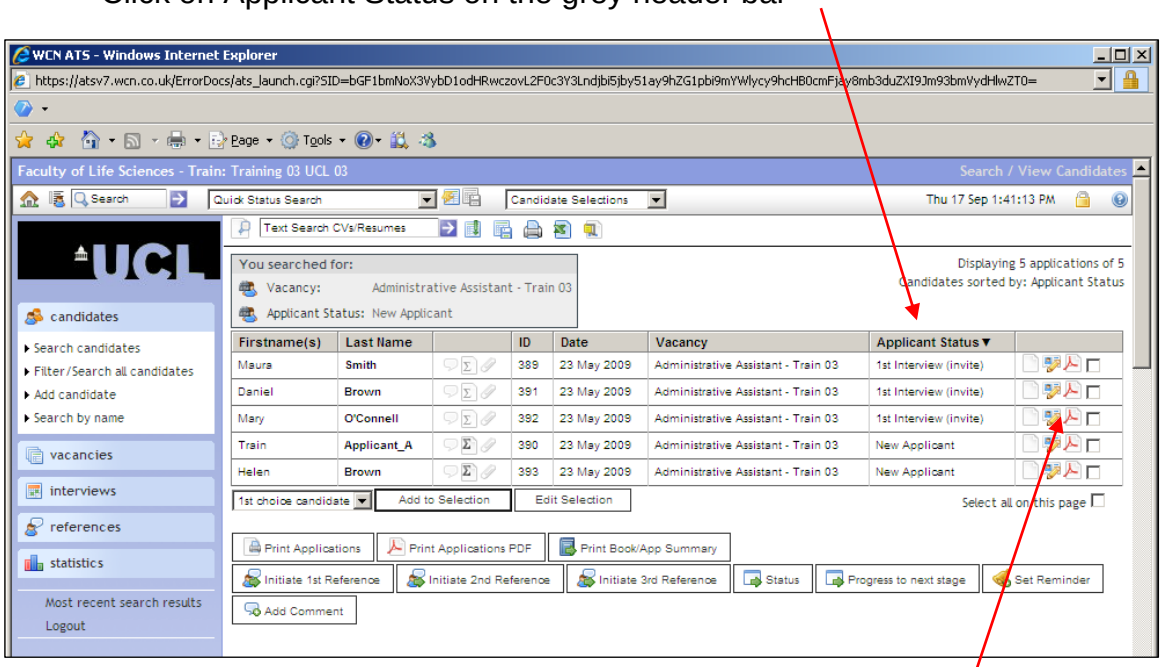

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Search / View Candidates
Quick Status Search
Candidate Selections
Thu 17 Sep 1:41:13 PM
Text Search CVs/Resumes
You searched for:
Vacancy: Administrative Assistant - Train 03
Applicant Status: New Applicant
Displaying 5 applications of 5
Candidates sorted by: Applicant Status
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status
Maura | Smith | 389 | 23 May 2009 | Administrative Assistant - Train 03 | 1st Interview (invite)
Daniel | Brown | 391 | 23 May 2009 | Administrative Assistant - Train 03 | 1st Interview (invite)
Mary | O'Connell | 392 | 23 May 2009 | Administrative Assistant - Train 03 | 1st Interview (invite)
Train | Applicant_A | 390 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Helen | Brown | 393 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
1st choice candidate
Add to Selection
Edit Selection
Select all on this page
Print Applications
Print Applications PDF
Print Book/App Summary
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Set Reminder
Add Comment
candidates
Search candidates
Filter/Search all candidates
Add candidate
Search by name
vacancies
interviews
references
statistics
Most recent search results
Logout

Figure 8.24 – Ordering applicants by their status

- Select candidate(s) and click on the Applicant History icon to enter the Candidate history

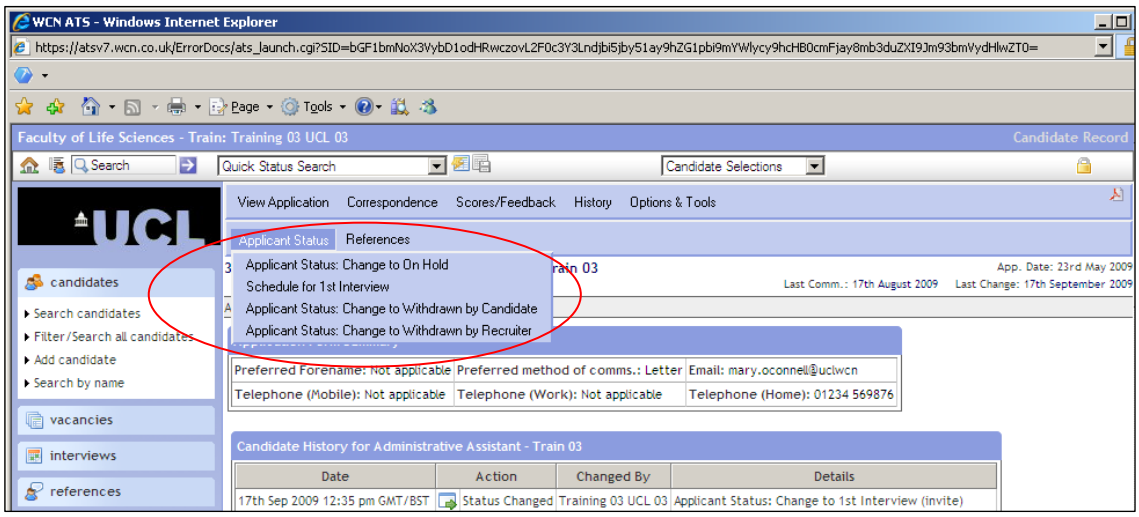

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Candidate Record
Quick Status Search
Candidate Selections
View Application
Correspondence
Scores/Feedback
History
Options & Tools
Applicant Status
References
Applicant Status: Change to On Hold
Schedule for 1st Interview
Applicant Status: Change to Withdrawn by Candidate
Applicant Status: Change to Withdrawn by Recruiter
App. Date: 23rd May 2009
Last Comm.: 17th August 2009
Last Change: 17th September 2009
Preferred Forename: Not applicable | Preferred method of comms.: Letter | Email: mary.oconnell@uclwcn
Telephone (Mobile): Not applicable | Telephone (Work): Not applicable | Telephone (Home): 01234 569876
Candidate History for Administrative Assistant - Train 03
Date | Action | Changed By | Details
17th Sep 2009 12:35 pm GMT/BST | Status Changed | Training 03 UCL 03 | Applicant Status: Change to 1st Interview (invite)

Figure 8.25 – Progression to next status within the candidate History screen

- Click on Applicant Status and from the drop down list select (*Figure 8.25*)
- Change to Schedule for 1st Interview
- Select the time slot you wish the candidate to attend *(Figure 8.26)*

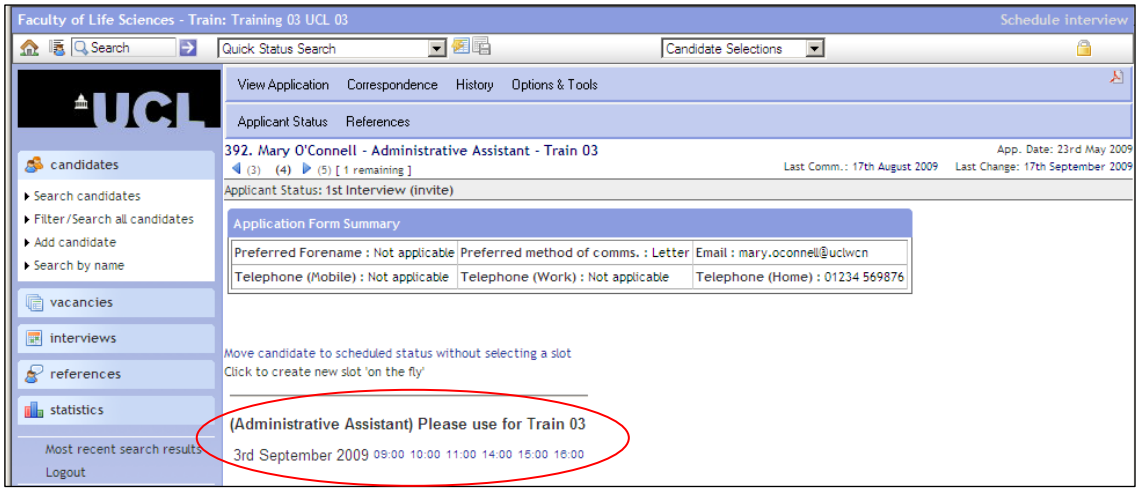


Figure 8.26 – Selection of Interview slot

- Click on 'Confirm'

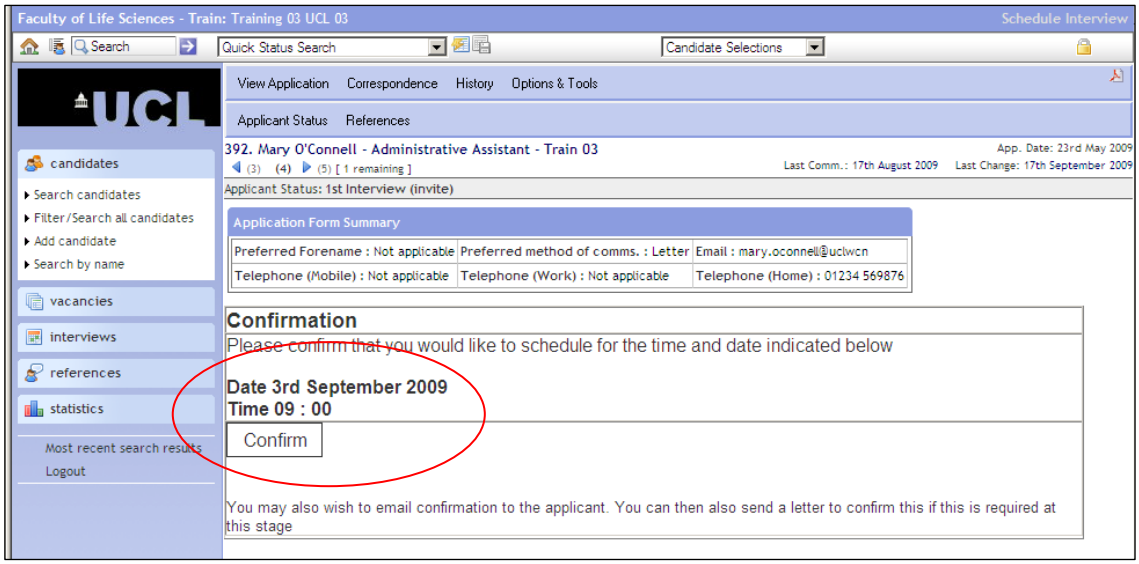

Faculty of Life Sciences - Train: Training 03 UCL 03
Schedule Interview
Search
Quick Status Search
Candidate Selections
View Application
Correspondence
History
Options & Tools
Applicant Status
References
candidates
Search candidates
Filter/Search all candidates
Add candidate
Search by name
vacancies
interviews
references
statistics
Most recent search results
Logout
392. Mary O'Connell - Administrative Assistant - Train 03
App. Date: 23rd May 2009
Last Comm.: 17th August 2009
Last Change: 17th September 2009
Applicant Status: 1st Interview (invite)
Application Form Summary
Preferred Forename : Not applicable
Preferred method of comms. : Letter
Email : mary.oconnell@uclwcn
Telephone (Mobile) : Not applicable
Telephone (Work) : Not applicable
Telephone (Home) : 01234 569876
Confirmation
Please confirm that you would like to schedule for the time and date indicated below
Date 3rd September 2009
Time 09 : 00
Confirm
You may also wish to email confirmation to the applicant. You can then also send a letter to confirm this if this is required at this stage

Figure 8.27 – Confirmation of Interview Slot booking

From the Candidate History screen:

- Click on Correspondence *(Figure 8.28)*
- Select from the drop down list *send Email* or *send Letter*

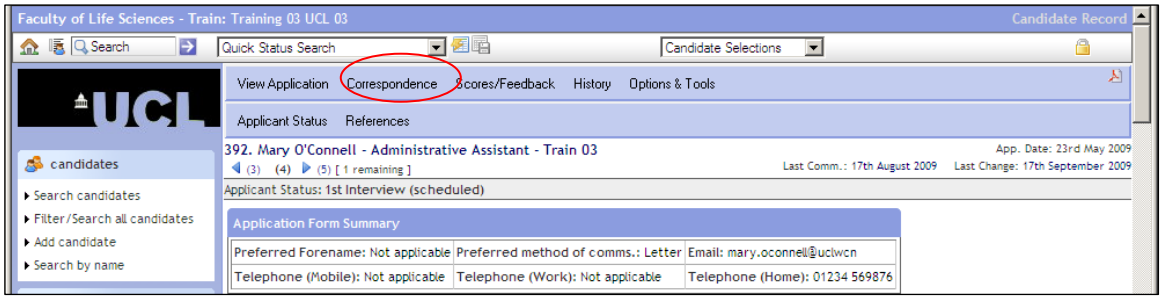


Figure 8.28 – Correspondence field in the candidate History screen

- Click on Correspondence from Candidate History Screen select from the drop down list *Email* or *Letter*

Email and Letters (Correspondence)

Two different options are available to contact the candidates *'Email'* or *'Letter'*, whichever the candidate has indicated as their preferred method of contact should be used.

The candidates 'preferred method of communication' can be viewed within the 'Application form Summary' section of the Candidate History Screen.

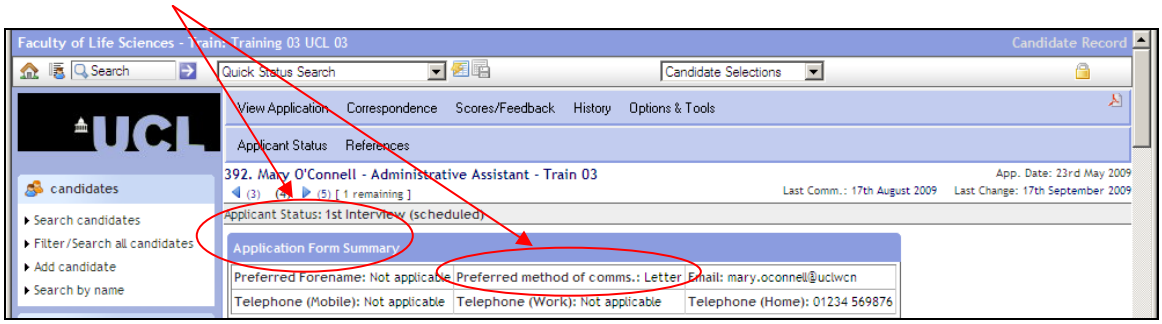


Figure 8.29 – Application Form Summary details

Sending emails

If you click on the Email icon it will transfer you to the following page.

Templates can be found in the drop-down list, entitled 'Templates'. Select the template 'Scheduled for 1st Interview (Dept Schedule)' *(Figure 8.30).* For more than one interview select the appropriate 'Scheduled for Interview (Dept Schedule)' template

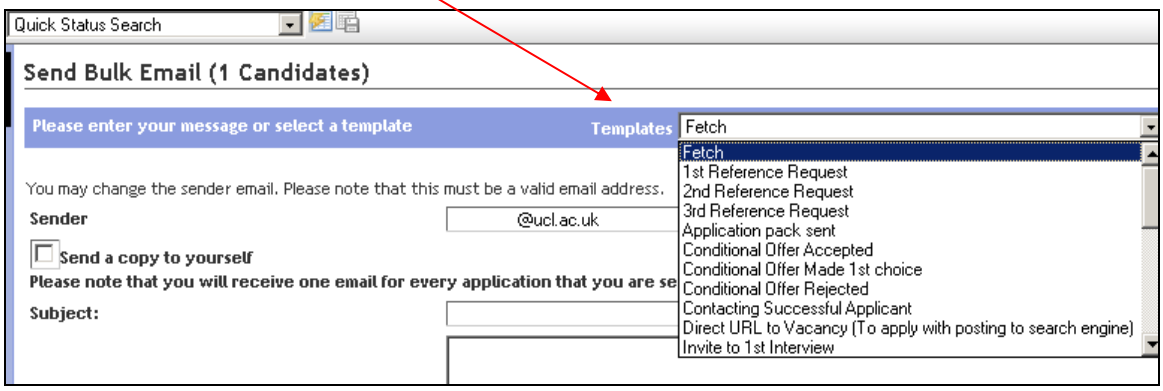

Quick Status Search
Send Bulk Email (1 Candidates)
Please enter your message or select a template
Templates
Fetch
Fetch
1st Reference Request
2nd Reference Request
3rd Reference Request
Application pack sent
Conditional Offer Accepted
Conditional Offer Made 1st choice
Conditional Offer Rejected
Contacting Successful Applicant
Direct URL to Vacancy (To apply with posting to search engine)
Invite to 1st Interview
You may change the sender email. Please note that this must be a valid email address.
Sender
@ucl.ac.uk
Send a copy to yourself
Please note that you will receive one email for every application that you are se
Subject:

Figure 8.30 : Applicant tracking - Correspondence

Click 'Fetch' to populate the Email Text field with your chosen email (4.). *(Figure 8.31)*

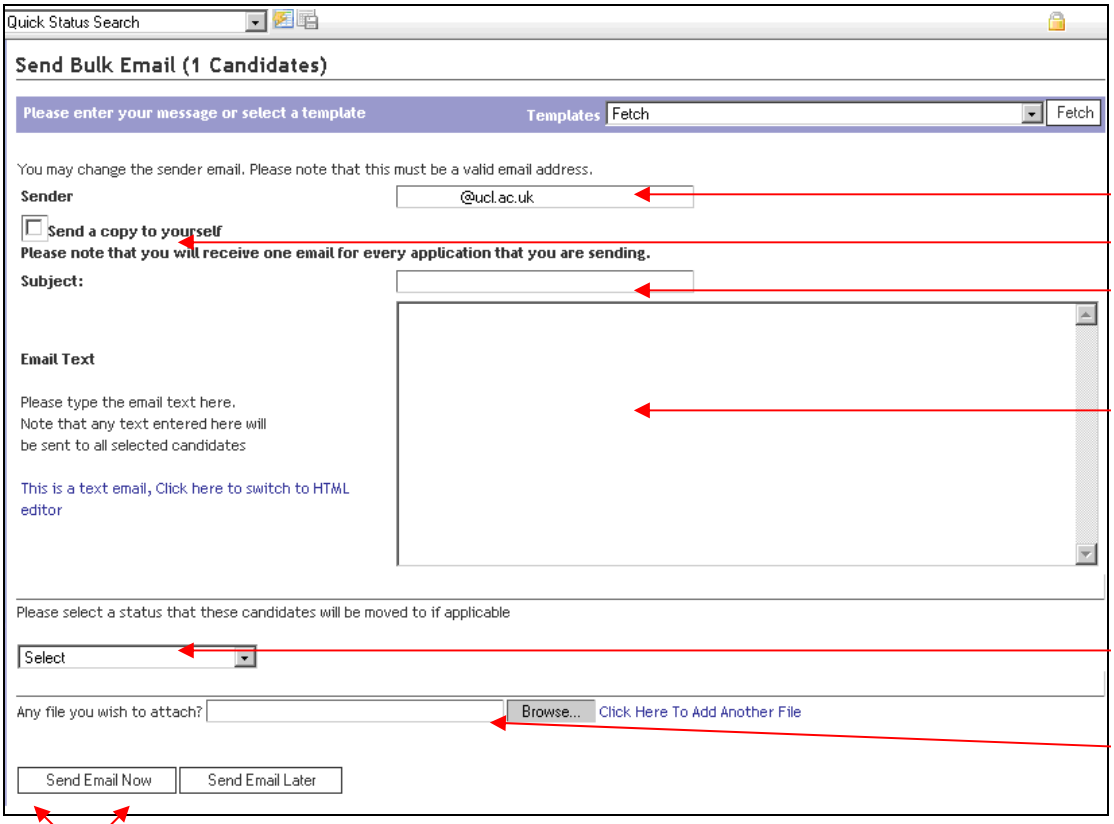

Quick Status Search
Send Bulk Email (1 Candidates)
Please enter your message or select a template
Templates
Fetch
Fetch
You may change the sender email. Please note that this must be a valid email address.
Sender
@ucl.ac.uk
Send a copy to yourself
Please note that you will receive one email for every application that you are sending.
Subject:
Email Text
Please type the email text here.
Note that any text entered here will
be sent to all selected candidates
This is a text email, Click here to switch to HTML editor
Please select a status that these candidates will be moved to if applicable
Select
Any file you wish to attach?
Browse...
Click Here To Add Another File
Send Email Now
Send Email Later
1.
2.
3.
4.
5.
6.
7.

Figure 8.31 : Applicant tracking – Correspondence - Email

1 The email address of the selected colleague will pull through.

2 If you wish to send a copy of the email to yourself tick the box.

3 Enter in a subject title of the email.

4 Populated email text appears here.

5 From the drop-down list, select the status you wish to move the candidate onto.

6 Attach any files you wish the candidate to view.

7 Click on the ‘Send Email Now’ or ‘Send Email Later’. Where send later is selected. Enter in the date and time you wish the email to be sent. *(Figure 8.32)*

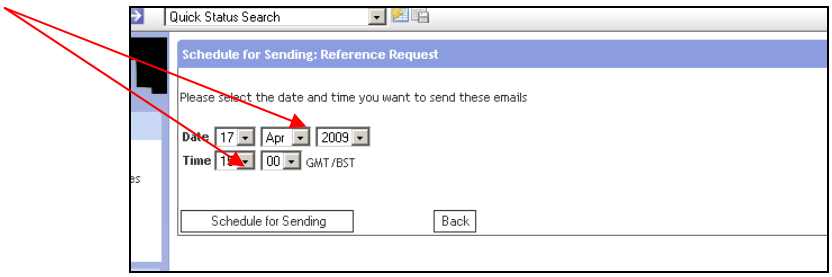


Figure 8.32 : Delayed Email Scheduling

Sending Letters

Click 'Fetch' to populate the letter template with the appropriate text *(Figure 8.33)*

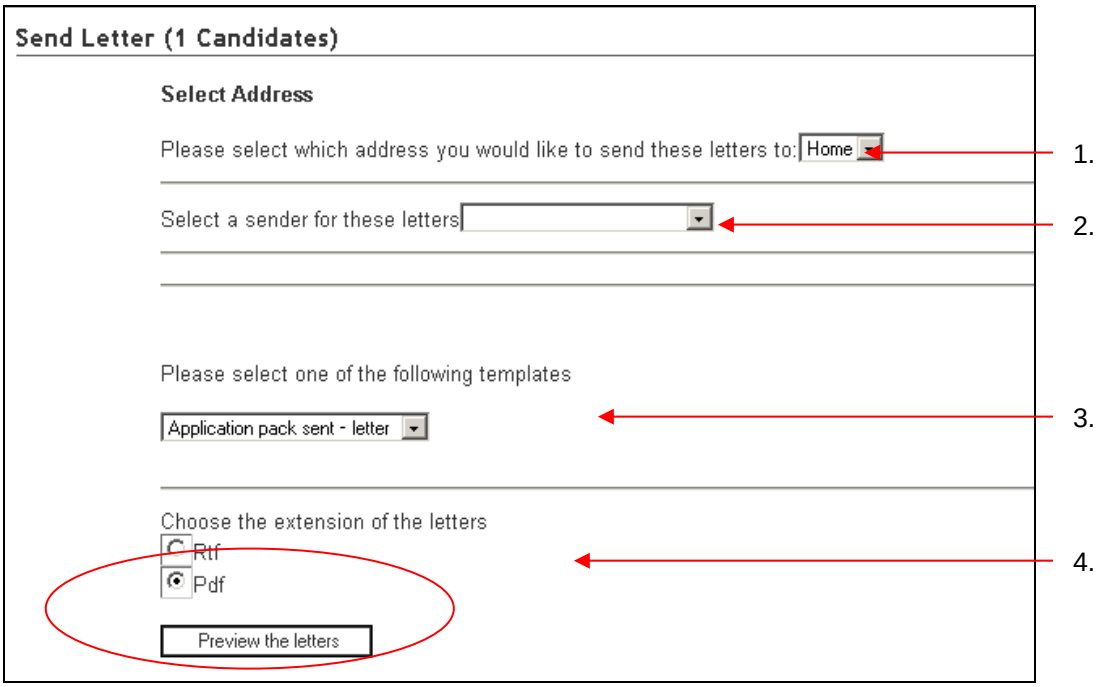


Figure 8.33 : Corresponding by letter

1 From the drop-down list and select the address you wish the letter to be sent to.

2 From the drop-down list select the 'sender' of the letter.

3 Select the letter template, 'Scheduled for 1st Interview (Dept Schedule)' from the drop-down list. For more than one interview select the appropriate 'Scheduled for Interview (Dept Schedule)' template.

4 Choose the option from the Rtf (Rich text format) or PDF and click on 'Preview the letters'

Applicant can self schedule their interview

This option would be used where the candidate is asked to select their own interview time via the candidate communication centre. They will be informed that they have been invited to interview and then asked to self schedule their interview.

Navigate to the Applicants from the home page.

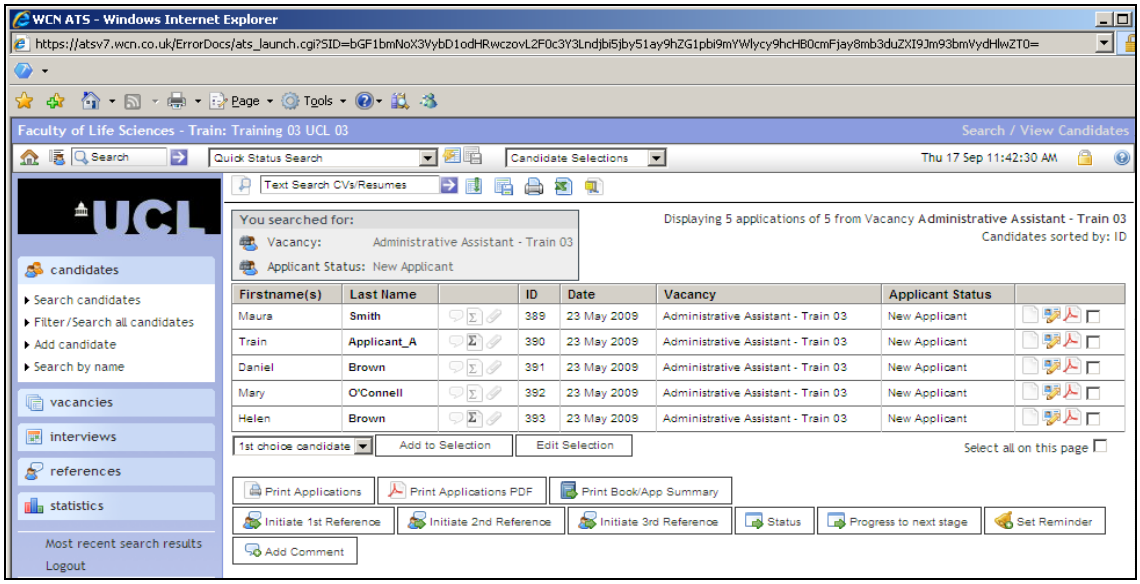

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Search / View Candidates
Thu 17 Sep 11:42:30 AM
You searched for:
Vacancy: Administrative Assistant - Train 03
Applicant Status: New Applicant
Displaying 5 applications of 5 from Vacancy Administrative Assistant - Train 03
Candidates sorted by: ID
Firstname(s) | Last Name | ID | Date | Vacancy | Applicant Status
Maura | Smith | 389 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Train | Applicant_A | 390 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Daniel | Brown | 391 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Mary | O'Connell | 392 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Helen | Brown | 393 | 23 May 2009 | Administrative Assistant - Train 03 | New Applicant
Add to Selection
Edit Selection
Select all on this page
Print Applications
Print Applications PDF
Print Book/App Summary
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Status
Progress to next stage
Set Reminder
Add Comment
candidates
Search candidates
Filter/Search all candidates
Add candidate
Search by name
vacancies
interviews
references
statistics
Most recent search results
Logout

Figure 8.34 - List of New Applicants

- Select the Applicants by placing a tick in the box
- Click onto Progress to next stage *(Figure 8.35)*

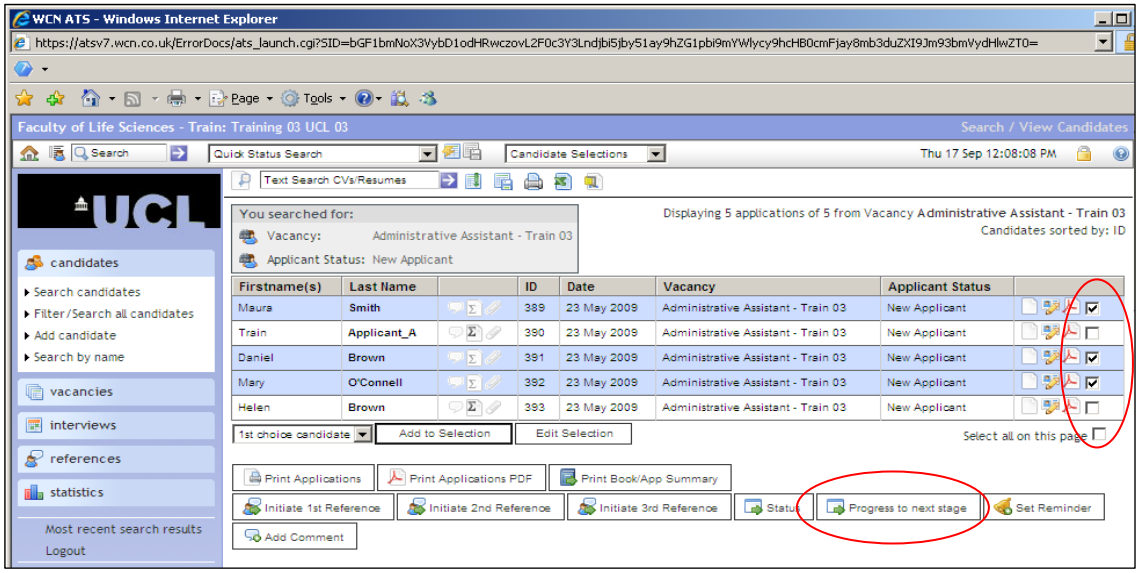

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Search / View Candidates
Thu 17 Sep 12:08:08 PM
You searched for:
Vacancy: Administrative Assistant - Train 03
Applicant Status: New Applicant
Displaying 5 applications of 5 from Vacancy Administrative Assistant - Train 03
Candidates sorted by: ID
Add to Selection
Edit Selection
Select all on this page
Print Applications
Print Applications PDF
Print Book/App Summary
Initiate 1st Reference
Initiate 2nd Reference
Initiate 3rd Reference
Progress to next stage
Set Reminder
Add Comment

Figure 8.35 – Selecting New Applicants to Progress to Next Stage

- Click on the drop down arrow *(Figure 8.36)* and select 'Applicant Status – Change to 1st Interview (invite).

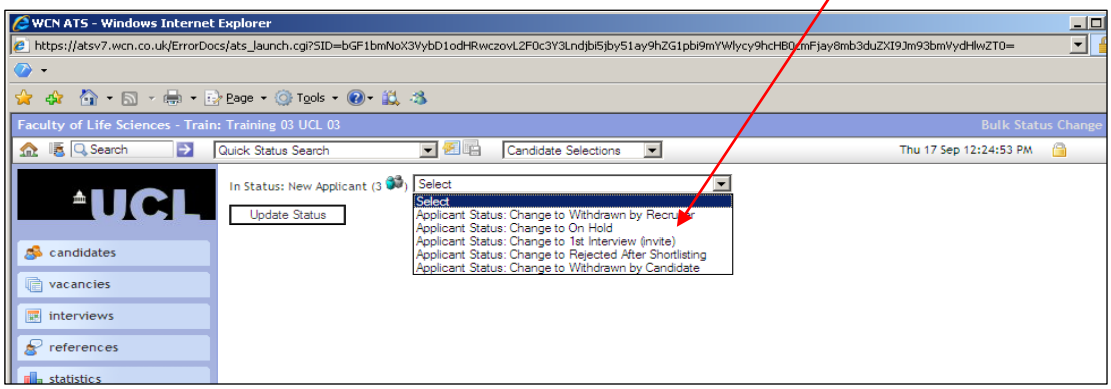

WCN ATS - Windows Internet Explorer
Faculty of Life Sciences - Train: Training 03 UCL 03
Bulk Status Change
Thu 17 Sep 12:24:53 PM
In Status: New Applicant (3
Select
Update Status
Select
Applicant Status: Change to Withdrawn by Recruiter
Applicant Status: Change to On Hold
Applicant Status: Change to 1st Interview (invite)
Applicant Status: Change to Rejected After Shortlisting
Applicant Status: Change to Withdrawn by Candidate

Figure 8.36 – Status change options

- Click on the drop down arrow *(Figure 8.37)* and select Invite to 1st Interview

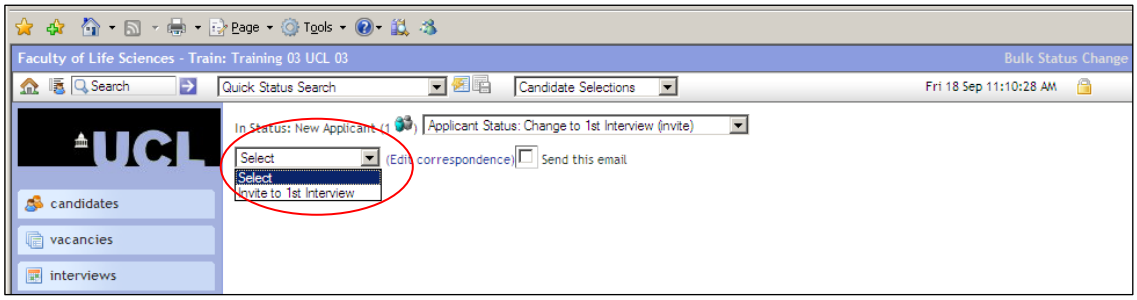


Figure 8.37 – Selecting correspondence accompanying status change

The 'Sender' address will populate as the no-reply address, which can be changed by clicking into the 'sender' box and enter in the appropriate email address.

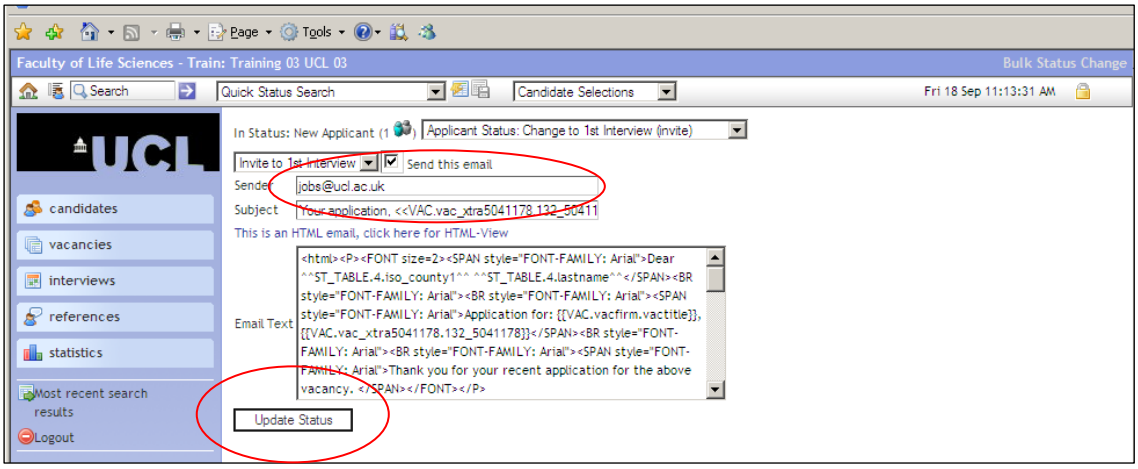


Figure 8.38 – Text of correspondence and emailing options

To view the text of the email:

- Click on 'This is an HTML email, click here for HTML View.

NB: You can amend the text of the text however do not remove any of the links that populate text when update status is clicked.

- Click on Update Status

This correspondence will inform the candidate that they have been chosen for interview and ask them to log back into their Communication Centre to book their interview slot online.

References

To start the Reference process and record the outcomes for a particular candidate select the candidate's history for a particular vacancy and then select the References sub status. The user can then change the sub status to 'Change to reference required' *(Figure 9.0)*

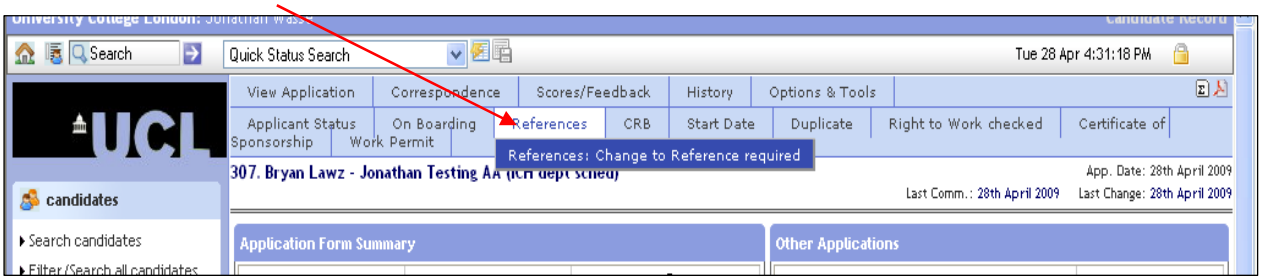


Figure 9.0: References sub status field.

The header *References: Reference required* appears once the sub status has been changed *(Figure 9.1)*

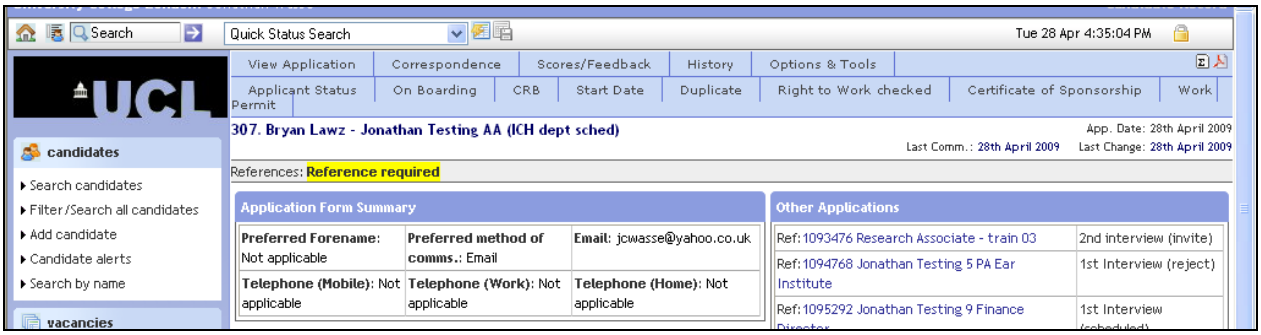


Figure 9.1: Reference header giving the current situation.

The next stage of the process is to return to the list of candidates and choose 'Initiate 1st reference'. *(Figure 9.2)*

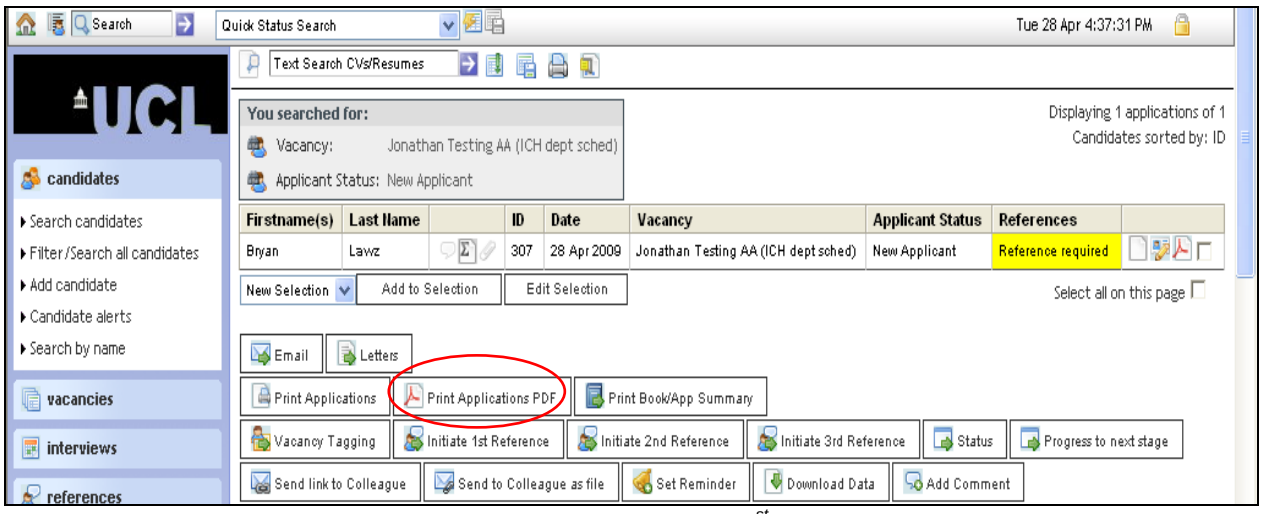


Figure 9.2: References : Initiate 1st Reference.

On initiating the reference, a screen showing the filtering options available *(Figure 9.3)*, with a colour coded chart to the references listed below will populate.

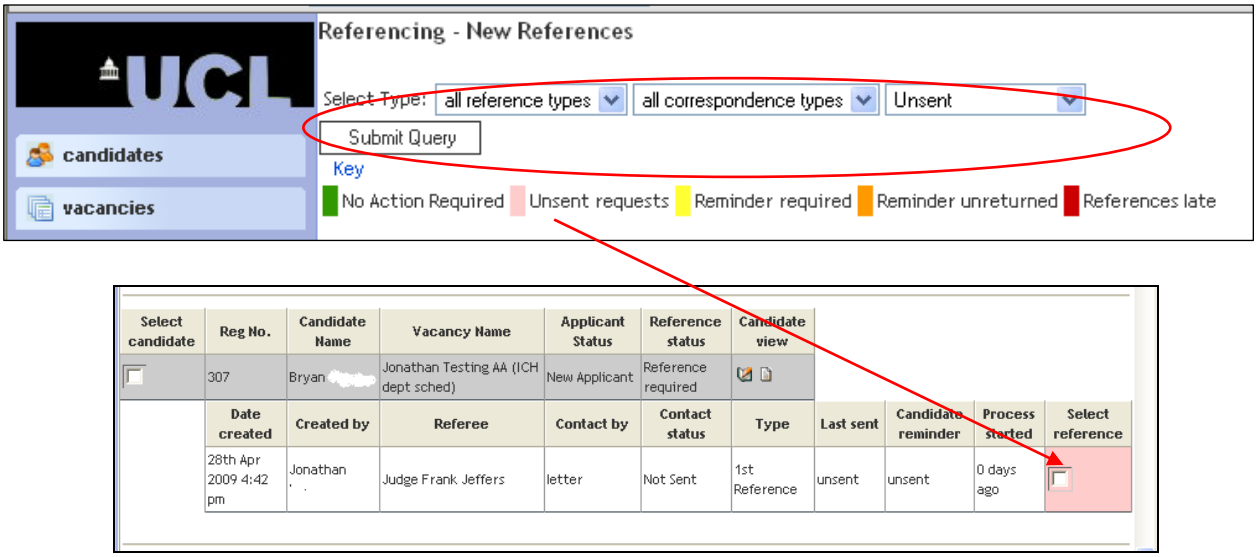


Figure 9.3: Filtering options and status chart.

To proceed with updating the reference request in this screen, tick the 'Select reference' box and choose the appropriate response available at the bottom of the screen *(Figure 9.4)*

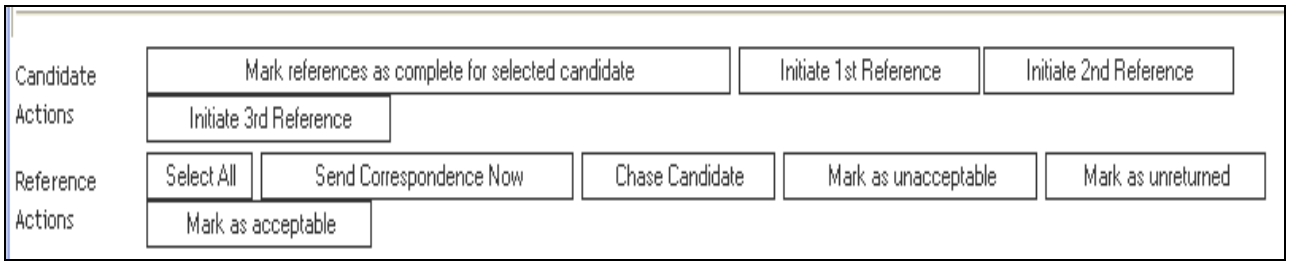


Figure 9.4: Options available regarding the reference process.

If 'Send Correspondence Now' is chosen the following screen is produced *(Figure 9.5)*

Complete the details and issue the email to the referee as appropriate

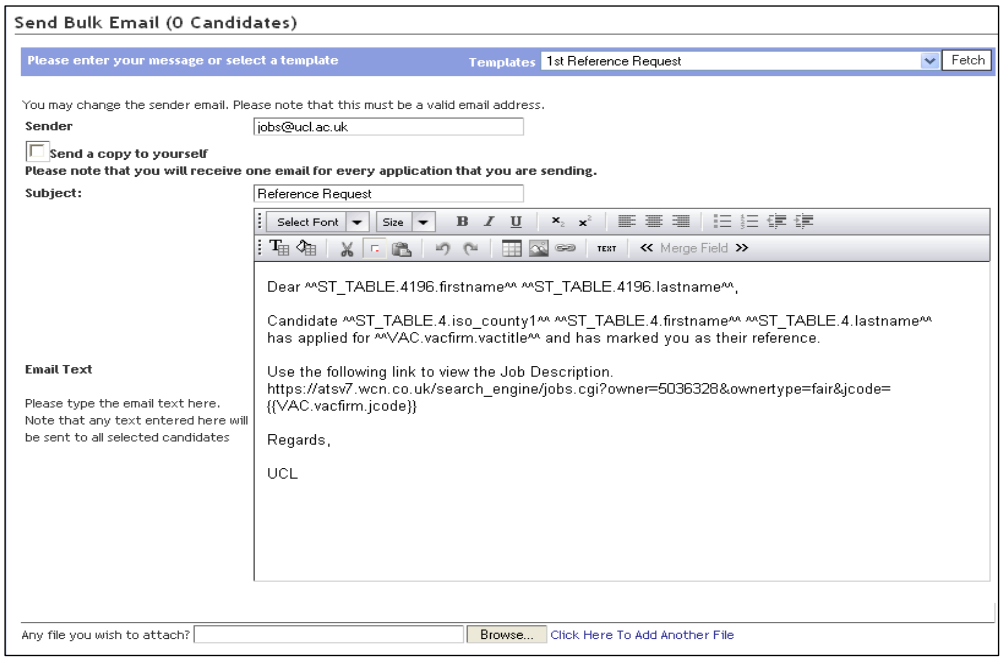
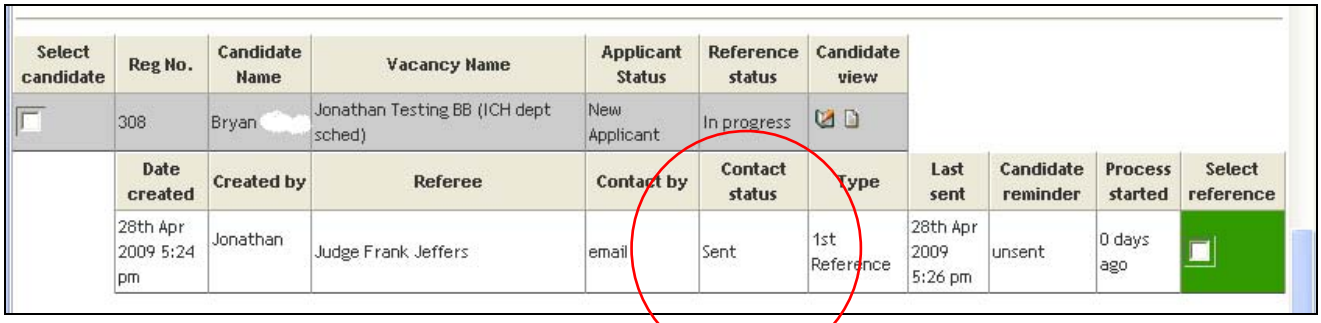

Send Bulk Email (0 Candidates)
Please enter your message or select a template
Templates
1st Reference Request
Fetch
You may change the sender email. Please note that this must be a valid email address.
Sender
jobs@ucl.ac.uk
Send a copy to yourself
Please note that you will receive one email for every application that you are sending.
Subject:
Reference Request
Select Font
Size
Merge Field
Dear ^^ST_TABLE.4196.firstname^^ ^^ST_TABLE.4196.lastname^^,
Candidate ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.firstname^^ ^^ST_TABLE.4.lastname^^ has applied for ^^VAC.vacfirm.vactitle^^ and has marked you as their reference.
Email Text
Please type the email text here. Note that any text entered here will be sent to all selected candidates
Use the following link to view the Job Description.
https://atsv7.wcn.co.uk/search_engine/jobs.cgi?owner=5036328&ownertype=fair&jcode={{VAC.vacfirm.jcode}}
Regards,
UCL
Any file you wish to attach?
Browse...
Click Here To Add Another File

Figure 9.5: Send Correspondence

The ‘Contact Status’ is changed to ‘Sent’ *(Figure 9.6)*

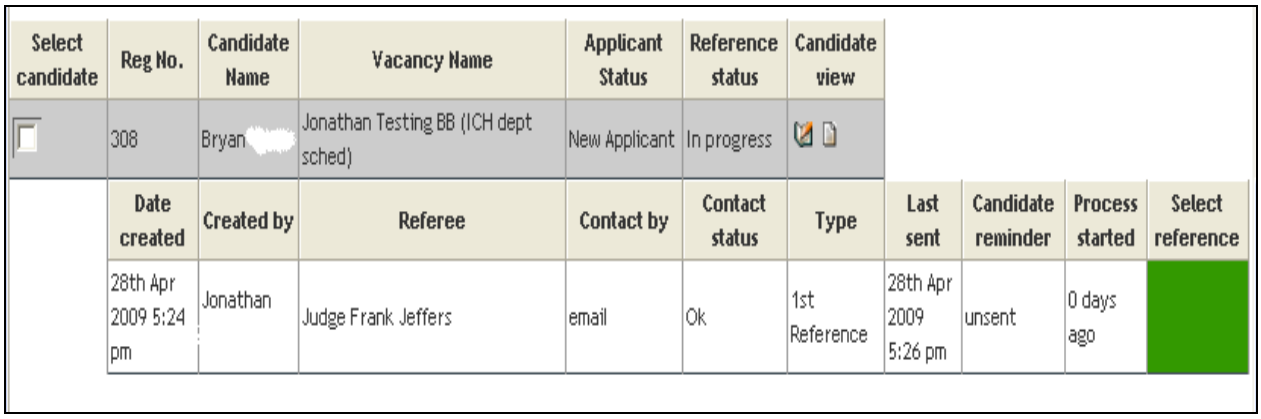


Select candidate	Reg No.	Candidate Name	Vacancy Name	Applicant Status	Reference status	Candidate view
	308	Bryan	Jonathan Testing BB (ICH dept sched)	New Applicant	In progress	

Date created	Created by	Referee	Contact by	Contact status	Type	Last sent	Candidate reminder	Process started	Select reference
28th Apr 2009 5:24 pm	Jonathan	Judge Frank Jeffers	email	Sent	1st Reference	28th Apr 2009 5:26 pm	unsent	0 days ago	

Figure 9.6: Status for reference request changed to ‘Sent’.

On receipt of reference update the ‘Reference Actions’ accordingly. The example in *Figure 9.7* below shows the status ‘Ok’ as a result of the reference being marked as acceptable.



Select candidate	Reg No.	Candidate Name	Vacancy Name	Applicant Status	Reference status	Candidate view
	308	Bryan	Jonathan Testing BB (ICH dept sched)	New Applicant	In progress	

Date created	Created by	Referee	Contact by	Contact status	Type	Last sent	Candidate reminder	Process started	Select reference
28th Apr 2009 5:24 pm	Jonathan	Judge Frank Jeffers	email	Ok	1st Reference	28th Apr 2009 5:26 pm	unsent	0 days ago	

Figure 9.7: Status for reference request changed to ‘.In Progress’

The user then returns to the Candidate Summary to repeat the procedure for initiating the 2nd or further references. Alternatively for a completed referencing exercise the user can go directly to the Candidate’s History screen to update the References sub status as completed, as shown in figure *9.8:*

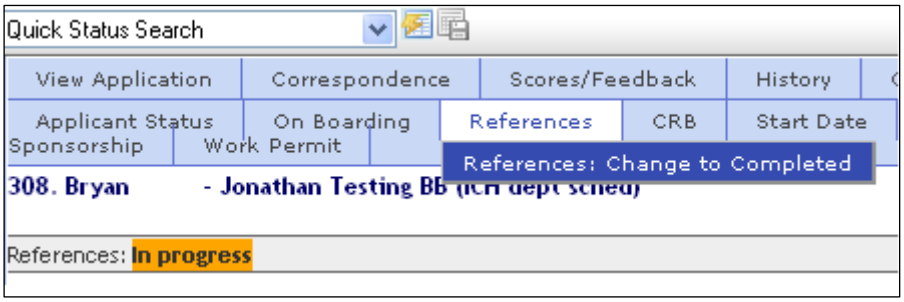


Figure 9.8: Changing the References sub status.

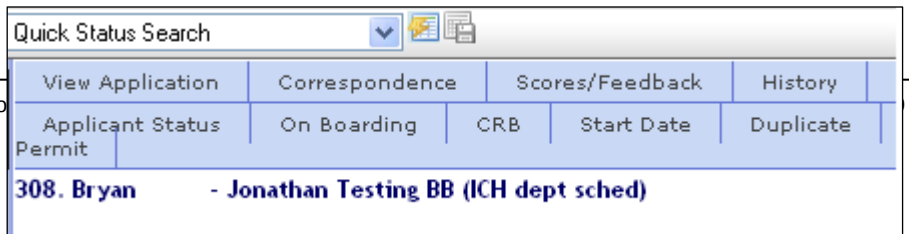


Figure9.9 : References sub status for a completed exercise.

For a completed exercise it is possible to return to the reference details by selecting Reference in process' from the 'references' option of the left hand menu bar *(Figure 9.10).*

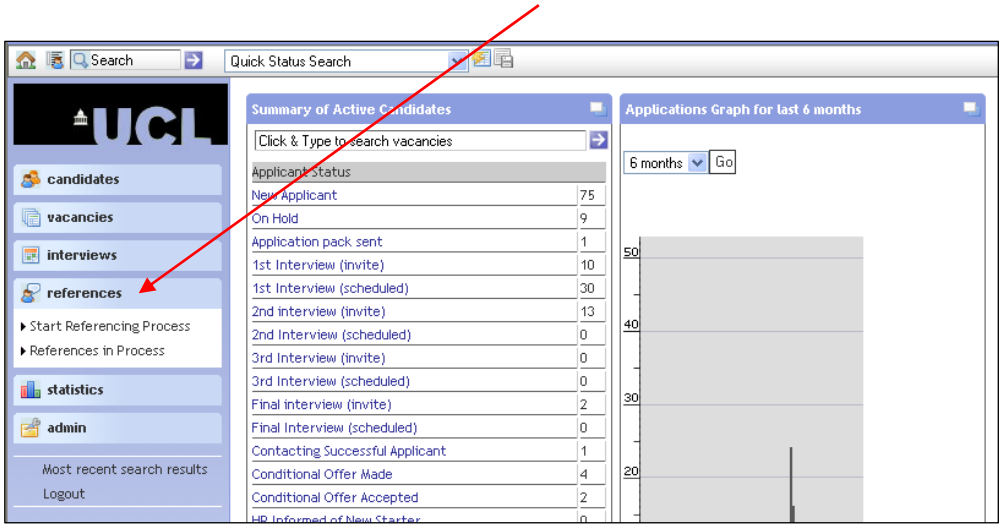


Figure 9.10: References option.

Then via the filtering *(Figure 9.11)*, select 'Process Completed' to display completed reference exercises.

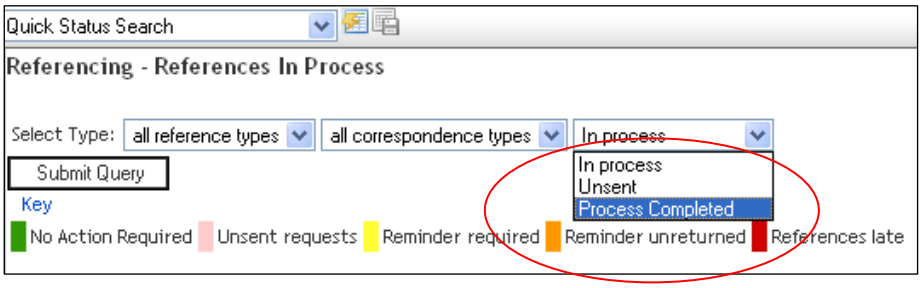


Figure 9.11: References filtering.

Other Statuses

The remaining sub statuses have the same functionality has for References. In the Candidate's History screen other statuses that can be updated include Criminal Records Bureau checking (CRB), Duplicate entry, Right to Work and Certificate of Sponsorship. *Figure 9.12* shows the options available for CRB, whilst *9.13* shows that the Right to Work sub status has been completed as well as the Referencing procedure.

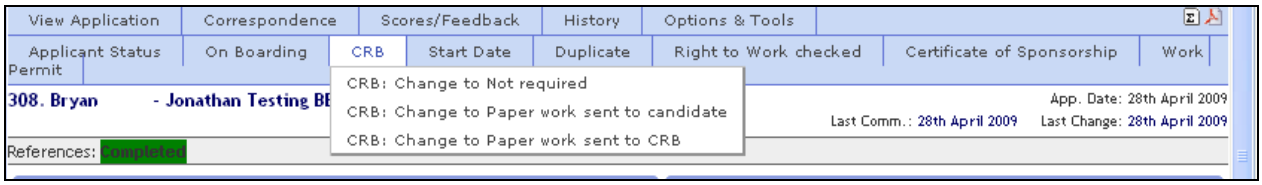


Figure 9.12: CRB sub status options.

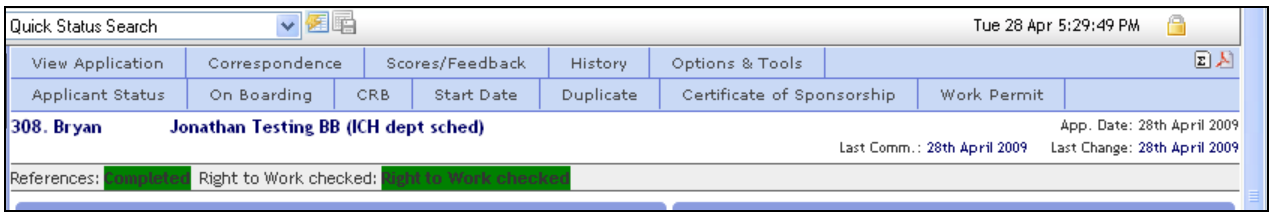


Figure 9.13: Example of completed sub statuses.

Statistics (Reports)

Statistics of the recruitment process can be generated on the ROME system. Once logged on, the *statistics* option is located on the menu bar on the left hand side of the screen. Selecting *statistics* leads to the following five sub options, circled in *figure 10.0.*

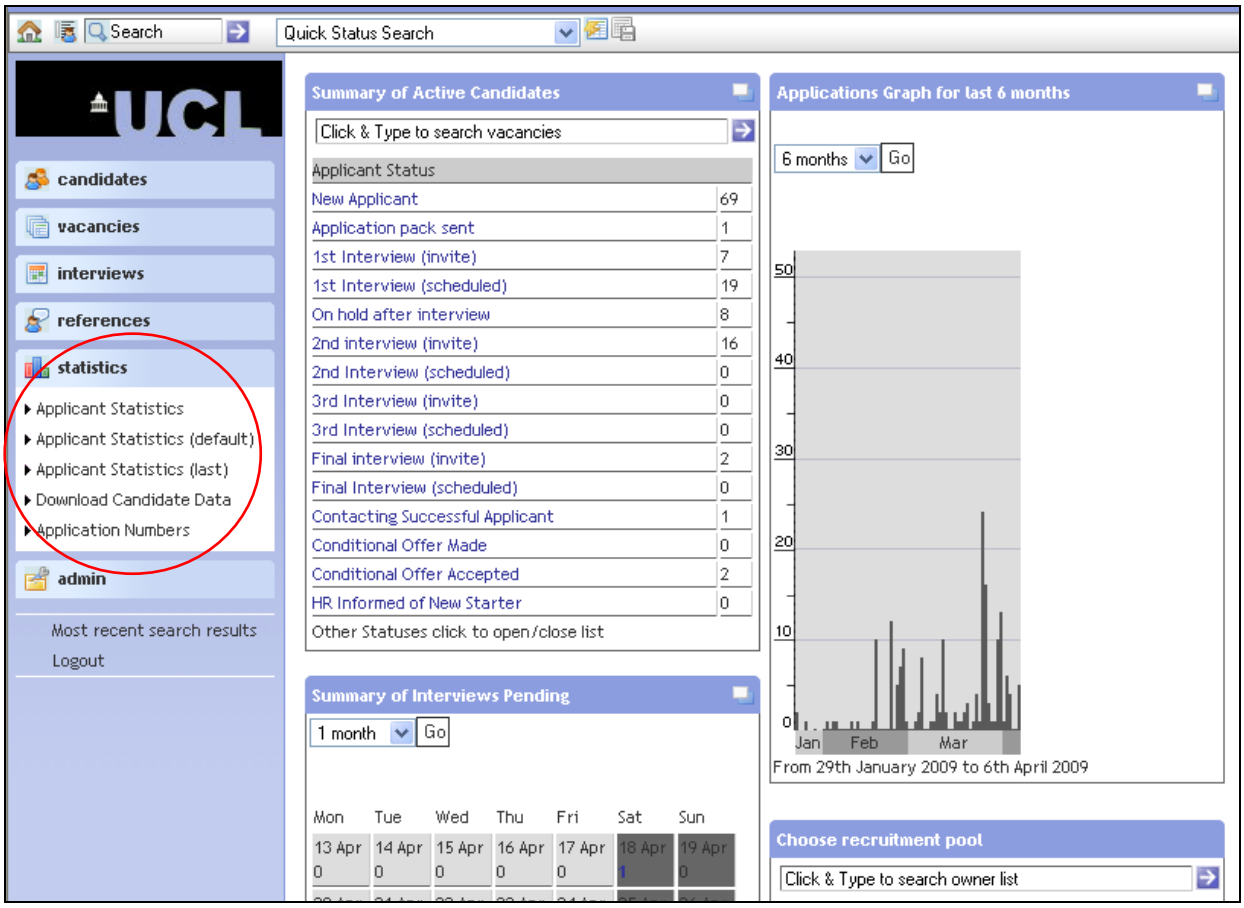
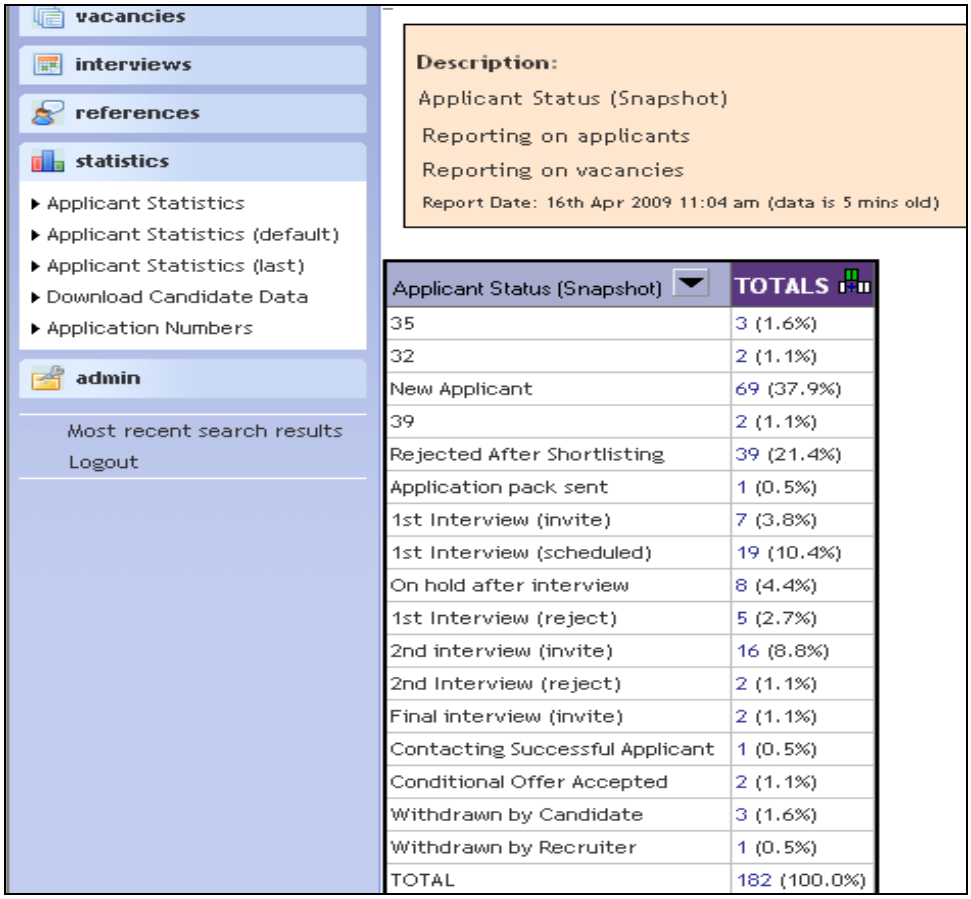


Figure 10.0: Accessing statistics

Applicant Statistics

On clicking Applicant Statistics the screen depicted in *figure 10.1* is produced. The user is now at the Statistics home page with a predefined report of current Candidate Statuses shown on the screen. The statistics is reporting from all candidates and vacancies to which the user has access. A description of the report criteria is shown together with the date that the report was created.



Applicant Status (Snapshot)	TOTALS
35	3 (1.6%)
32	2 (1.1%)
New Applicant	69 (37.9%)
39	2 (1.1%)
Rejected After Shortlisting	39 (21.4%)
Application pack sent	1 (0.5%)
1st Interview (invite)	7 (3.8%)
1st Interview (scheduled)	19 (10.4%)
On hold after interview	8 (4.4%)
1st Interview (reject)	5 (2.7%)
2nd interview (invite)	16 (8.8%)
2nd Interview (reject)	2 (1.1%)
Final interview (invite)	2 (1.1%)
Contacting Successful Applicant	1 (0.5%)
Conditional Offer Accepted	2 (1.1%)
Withdrawn by Candidate	3 (1.6%)
Withdrawn by Recruiter	1 (0.5%)
TOTAL	182 (100.0%)

Figure 10.1: Applicant Statistics screen

Applicant Statistics (default)

Selecting the ‘default’ option allows the user to quickly access a report that has been set as their default report. Further details at ‘Saving a New Report’.

Applicant Statistics (last)

Selecting the ‘last’ option takes the user to the last report accessed on the system.

Pre-saved Reports

There are a number of pre-saved reports available. Selecting 'Applicant Statistics' leads to the Statistics homepage. The pre-saved reports are accessed at the toolbar labelled 'Equal Opportunities', 'My Stats' and 'General'. Specifically shown here in *figure 10.2* are the reports that can be selected under the 'Equal Opportunities' option, given by a further drop down list of options.

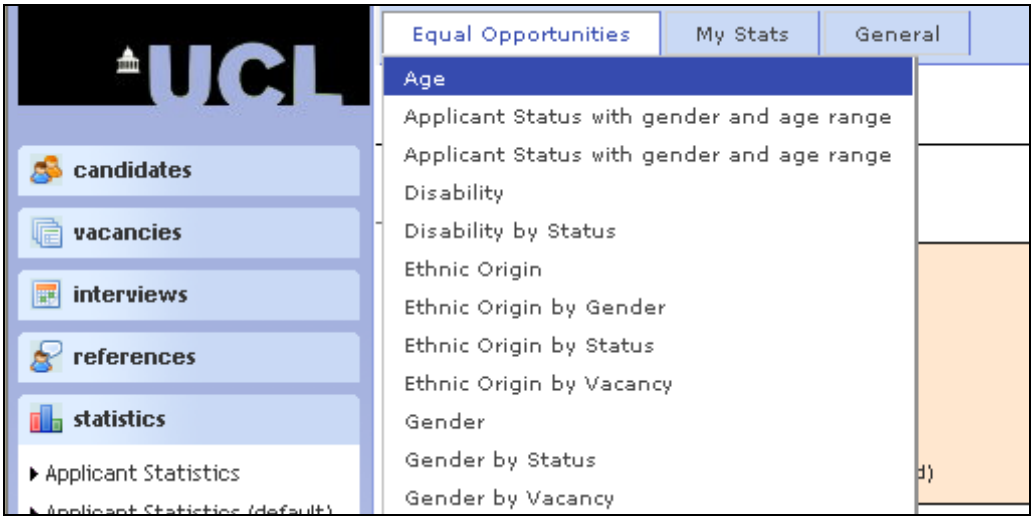


Figure 10.2: Examples of pre-saved reports accessible to the user.

For example, on selecting 'Age' the following on screen report is produced as shown in *figure 10.3.*

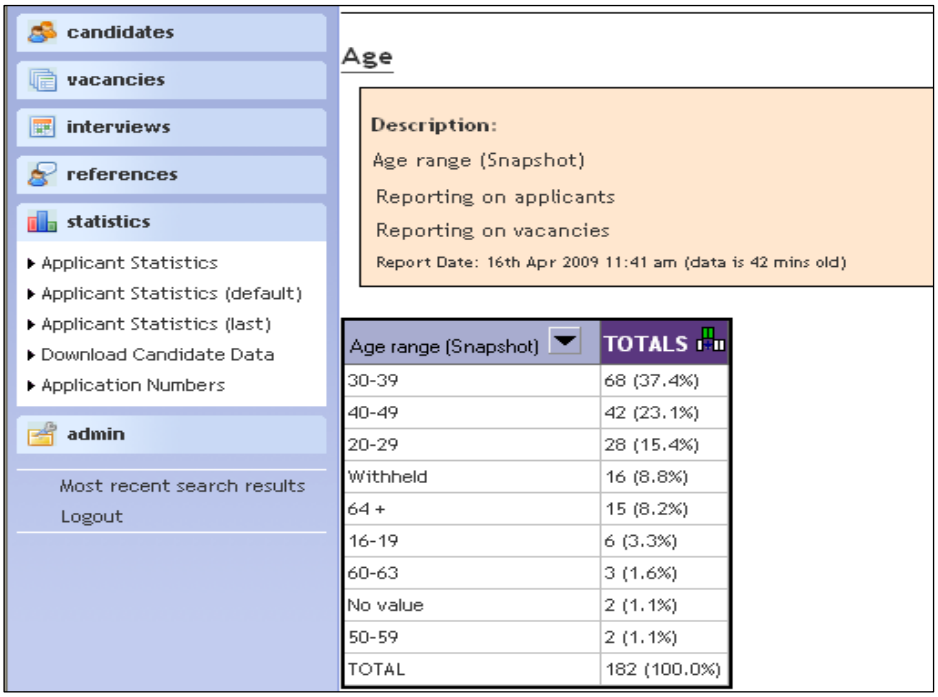


Figure 10.3 : Pre-saved report showing the breakdown of the applicants age ranges.

Create a New Report

At the 'Applicant Statistics' page select the icon to start the process of creating a new report with no pre-defined criteria. *(Figure 10.4)*

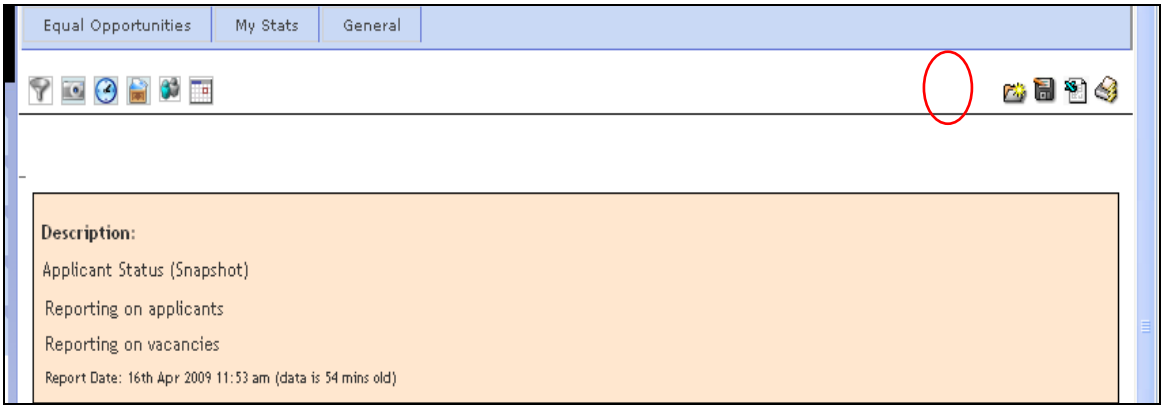


Figure 10.4: Access screen to create a new report

The data type options for the new report are shown in *figure 10.5.*

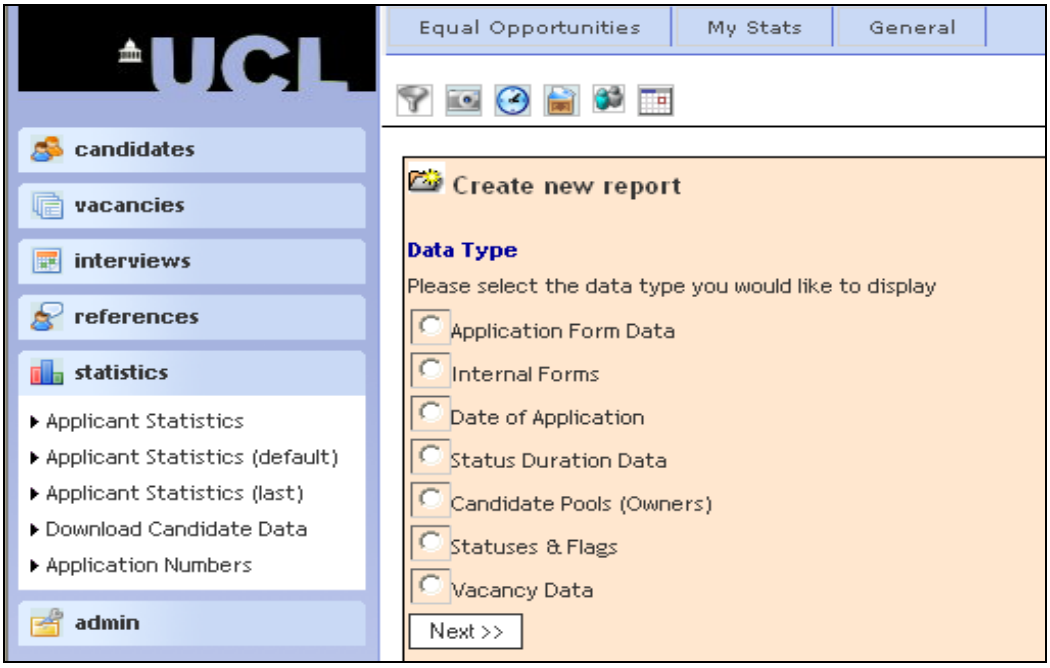


Figure10.5 : Data type selection for a new report

The user is only allowed to select **one** data type for the report. The options available are as follows

Application Form Data

Selecting this option leads to the screen depicted in *figure 10.6* in which it is possible for the user to select the field from the Application Form to report on. Where required the user can enter a percentage value in the options screen. For example, if the user wishes to display data which are equal to or greater then 10% of the data total for this report, enter '10' in this box.

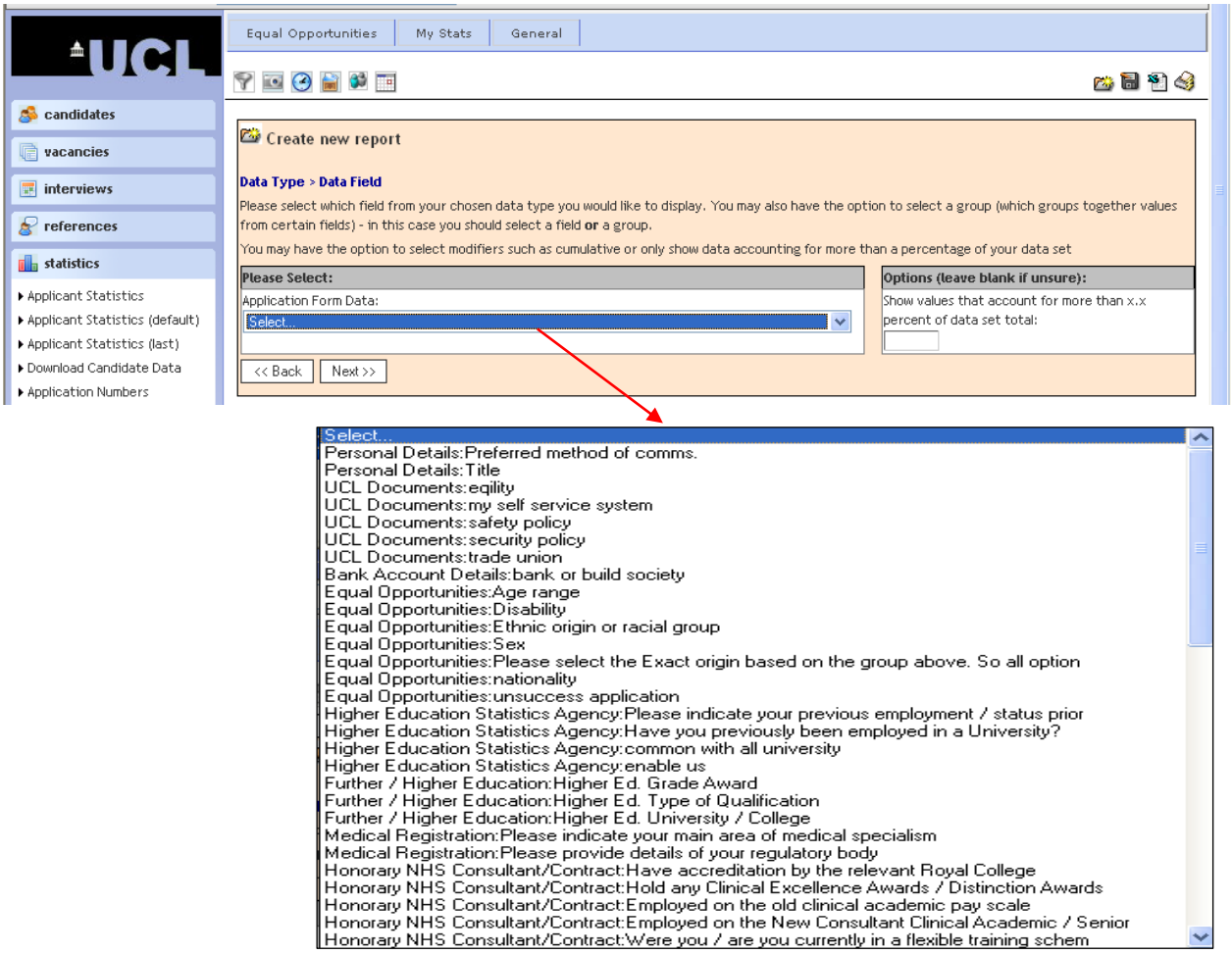

UCL
Equal Opportunities
My Stats
General
candidates
vacancies
interviews
references
statistics
Applicant Statistics
Applicant Statistics (default)
Applicant Statistics (last)
Download Candidate Data
Application Numbers
Create new report
Data Type > Data Field
Please select which field from your chosen data type you would like to display. You may also have the option to select a group (which groups together values from certain fields) - in this case you should select a field or a group.
You may have the option to select modifiers such as cumulative or only show data accounting for more than a percentage of your data set
Please Select:
Application Form Data:
Select...
Options (leave blank if unsure):
Show values that account for more than x.x percent of data set total:
<< Back
Next >>
Select...
Personal Details:Preferred method of comms.
Personal Details:Title
UCL Documents:eqility
UCL Documents:my self service system
UCL Documents:safety policy
UCL Documents:security policy
UCL Documents:trade union
Bank Account Details:bank or build society
Equal Opportunities:Age range
Equal Opportunities:Disability
Equal Opportunities:Ethnic origin or racial group
Equal Opportunities:Sex
Equal Opportunities:Please select the Exact origin based on the group above. So all option
Equal Opportunities:nationality
Equal Opportunities:unsuccess application
Higher Education Statistics Agency:Please indicate your previous employment / status prior
Higher Education Statistics Agency:Have you previously been employed in a University?
Higher Education Statistics Agency:common with all university
Higher Education Statistics Agency:enable us
Further / Higher Education:Higher Ed. Grade Award
Further / Higher Education:Higher Ed. Type of Qualification
Further / Higher Education:Higher Ed. University / College
Medical Registration:Please indicate your main area of medical specialism
Medical Registration:Please provide details of your regulatory body
Honorary NHS Consultant/Contract:Have accreditation by the relevant Royal College
Honorary NHS Consultant/Contract:Hold any Clinical Excellence Awards / Distinction Awards
Honorary NHS Consultant/Contract:Employed on the old clinical academic pay scale
Honorary NHS Consultant/Contract:Employed on the New Consultant Clinical Academic / Senior
Honorary NHS Consultant/Contract:Were you / are you currently in a flexible training schem

Figure 10.6: Application form data selection to form a new report

Examples of 2 new reports are shown below. The first report *(Figure 10.7)* depicts a report on Age Range for all candidates, whilst figure *10.8* shows the same report but displaying only the data for categories contributing to 10% or greater than 10% of the total.

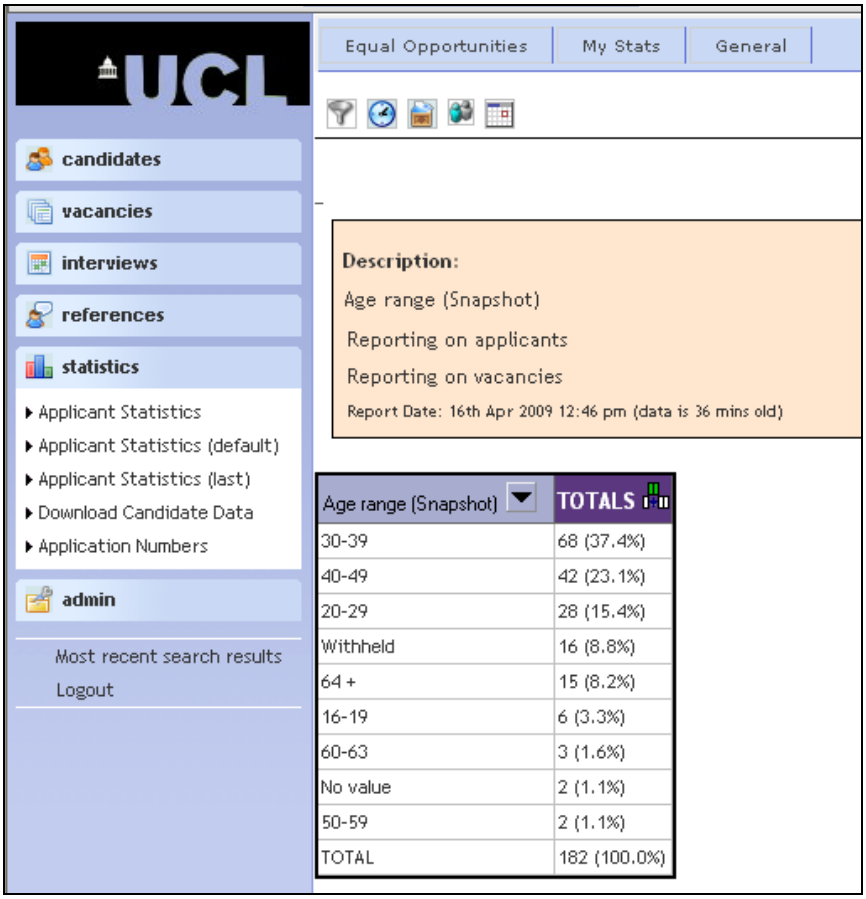


Figure 10.7: New Report – Age Ranges (All)

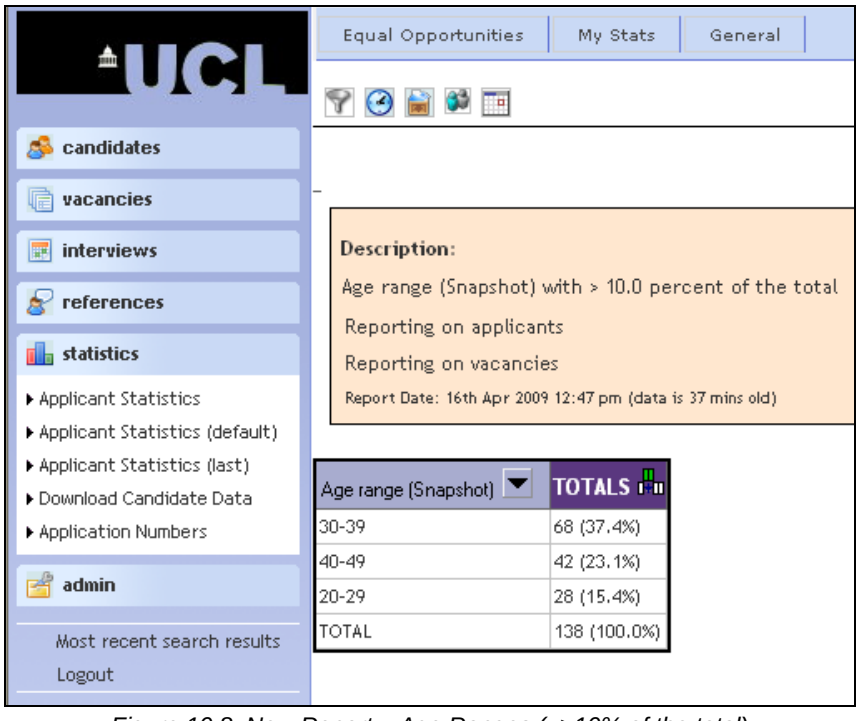


Figure 10.8: New Report – Age Ranges (=>10% of the total)

Internal Forms

Selecting this option leads to the screen (*figure 10.9)* from which it is possible for the user to select the field from the screening and scoring data to report on. As for the 'Application Forms' option the user can also enter a percentage value in the options screen. Selecting 'Next' produces the relevant on screen report.

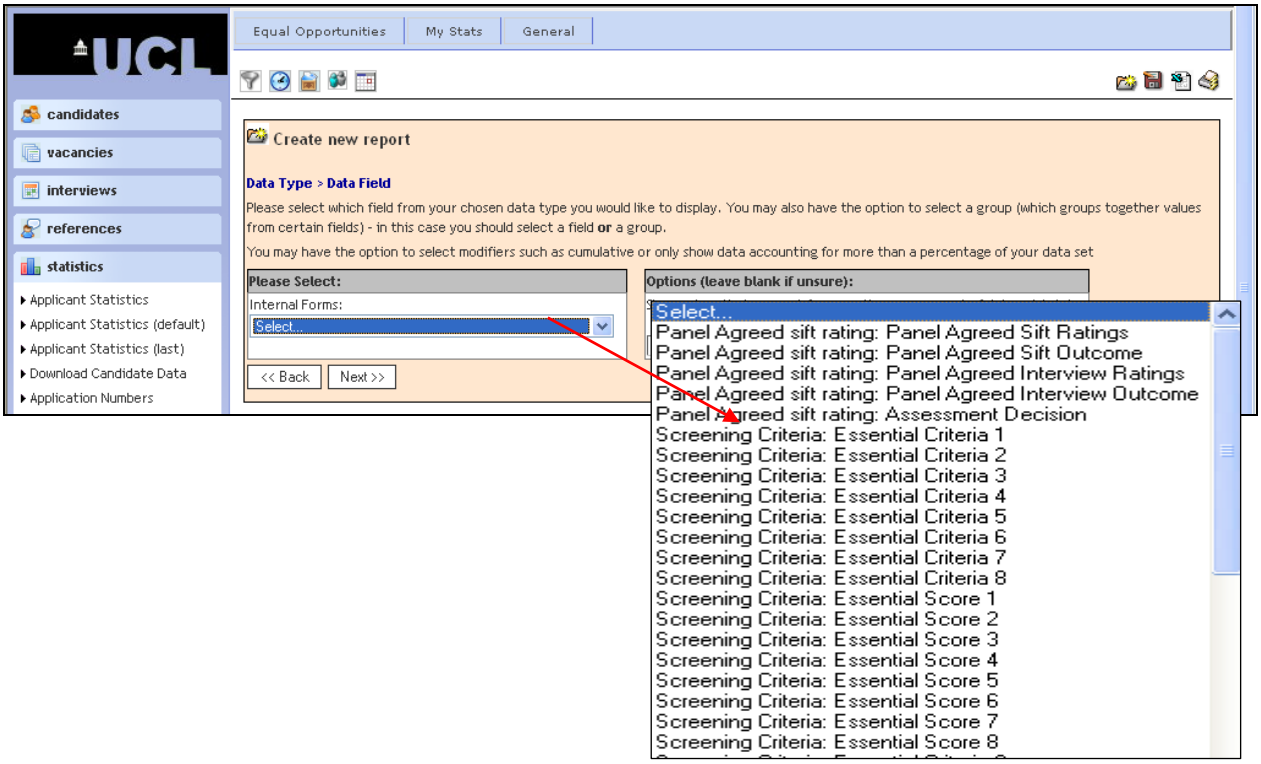

UCL
Equal Opportunities
My Stats
General
candidates
vacancies
interviews
references
statistics
Applicant Statistics
Applicant Statistics (default)
Applicant Statistics (last)
Download Candidate Data
Application Numbers
Create new report
Data Type > Data Field
Please select which field from your chosen data type you would like to display. You may also have the option to select a group (which groups together values from certain fields) - in this case you should select a field or a group.
You may have the option to select modifiers such as cumulative or only show data accounting for more than a percentage of your data set
Please Select:
Internal Forms:
Select...
<< Back
Next >>
Options (leave blank if unsure):
Select...
Panel Agreed sift rating: Panel Agreed Sift Ratings
Panel Agreed sift rating: Panel Agreed Sift Outcome
Panel Agreed sift rating: Panel Agreed Interview Ratings
Panel Agreed sift rating: Panel Agreed Interview Outcome
Panel Agreed sift rating: Assessment Decision
Screening Criteria: Essential Criteria 1
Screening Criteria: Essential Criteria 2
Screening Criteria: Essential Criteria 3
Screening Criteria: Essential Criteria 4
Screening Criteria: Essential Criteria 5
Screening Criteria: Essential Criteria 6
Screening Criteria: Essential Criteria 7
Screening Criteria: Essential Criteria 8
Screening Criteria: Essential Score 1
Screening Criteria: Essential Score 2
Screening Criteria: Essential Score 3
Screening Criteria: Essential Score 4
Screening Criteria: Essential Score 5
Screening Criteria: Essential Score 6
Screening Criteria: Essential Score 7
Screening Criteria: Essential Score 8

Figure 10.9: Internal form data selection to form a new report

Date of Application

Prior to producing a report solely on 'Date of Application', selecting this option allows a percentage value in the options screen to be entered *(Figure 10.10)*. Selecting next produces the relevant on screen report.

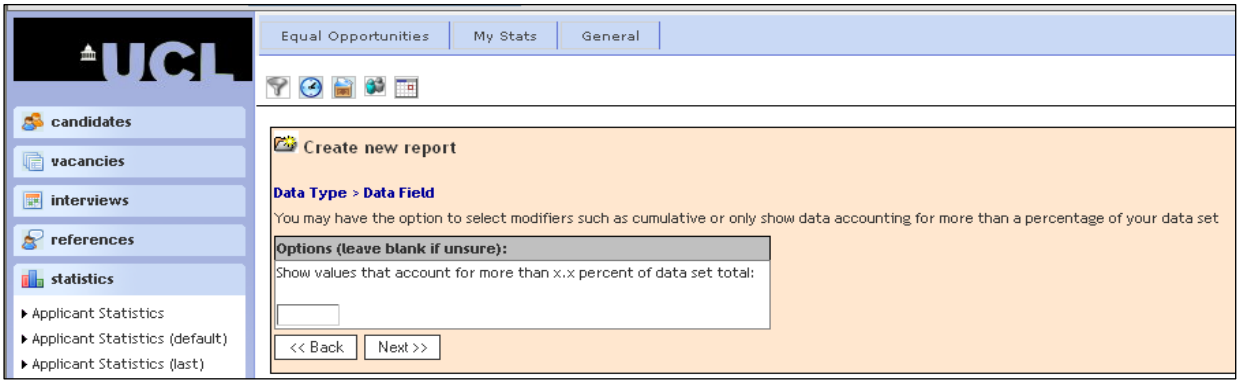


Figure 10.10: Internal form data selection to form a new report

Status Duration Data

This report *(Figure 10.11)* produces data showing how long candidates remained in certain statuses. Selecting this report produces the screen shown below where the user selects the 'Status Duration Data' and has the option to group the data into weeks (otherwise days is reported). A percentage option is also present on this screen.

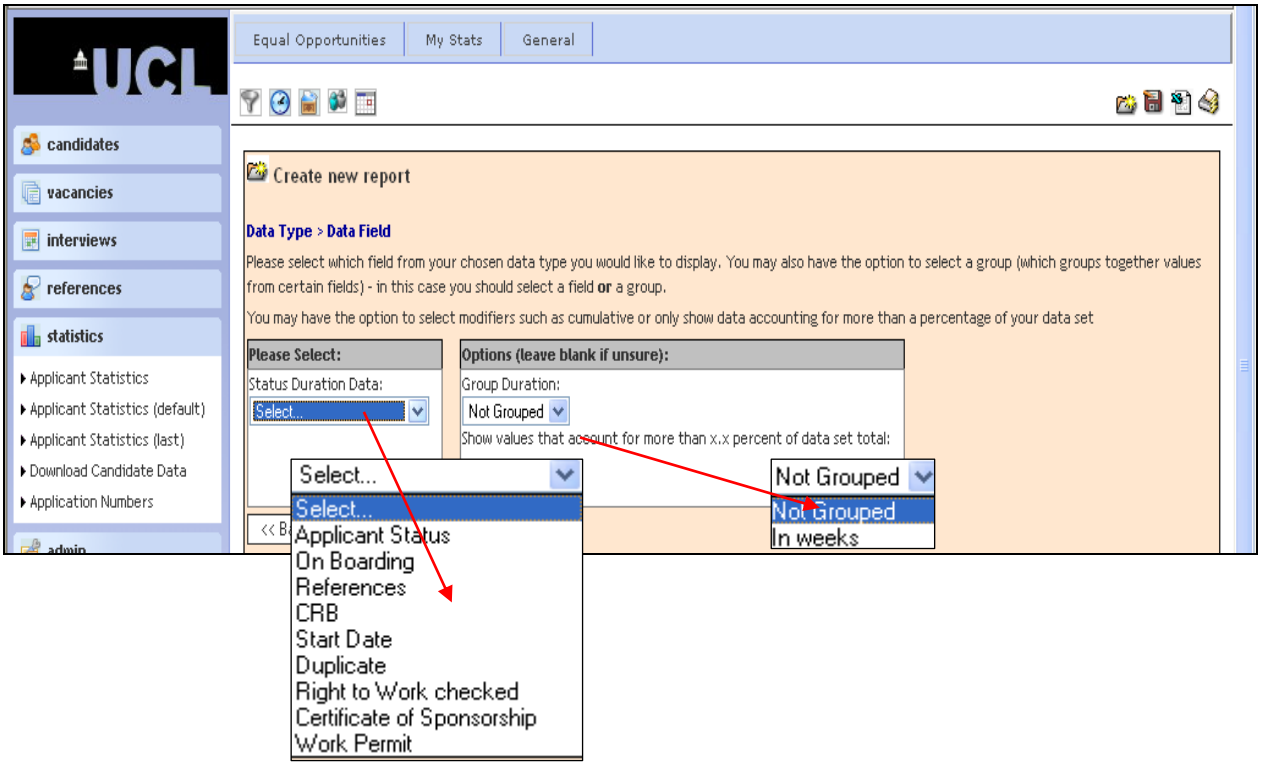

Equal Opportunities
My Stats
General
candidates
vacancies
interviews
references
statistics
Applicant Statistics
Applicant Statistics (default)
Applicant Statistics (last)
Download Candidate Data
Application Numbers
Create new report
Data Type > Data Field
Please select which field from your chosen data type you would like to display. You may also have the option to select a group (which groups together values from certain fields) - in this case you should select a field or a group.
You may have the option to select modifiers such as cumulative or only show data accounting for more than a percentage of your data set
Please Select:
Status Duration Data:
Select...
Options (leave blank if unsure):
Group Duration:
Not Grouped
Show values that account for more than x.x percent of data set total:
Select...
Applicant Status
On Boarding
References
CRB
Start Date
Duplicate
Right to Work checked
Certificate of Sponsorship
Work Permit
Not Grouped
In weeks

Figure 10.11: Status Duration Selection to form a new report

After confirming the 'Status Duration Data' the following screen is produced *(Figure 10.12)*. Here the user selects the Data Field – Values for the ranges of the search.

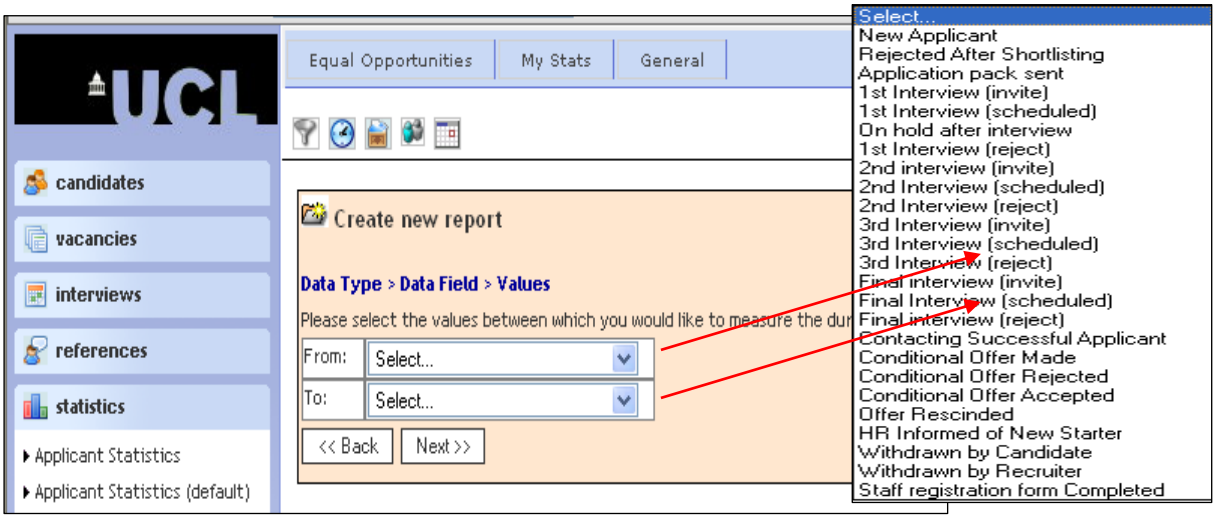


Figure 10.12: Data Field Values selection.

The report appears as given in *figure 10.13* for the following parameters.

Status Duration Data	Applicant Status
Group Duration	In weeks
Data Field From	New Applicant
Data Field To	1st Interview (invite)

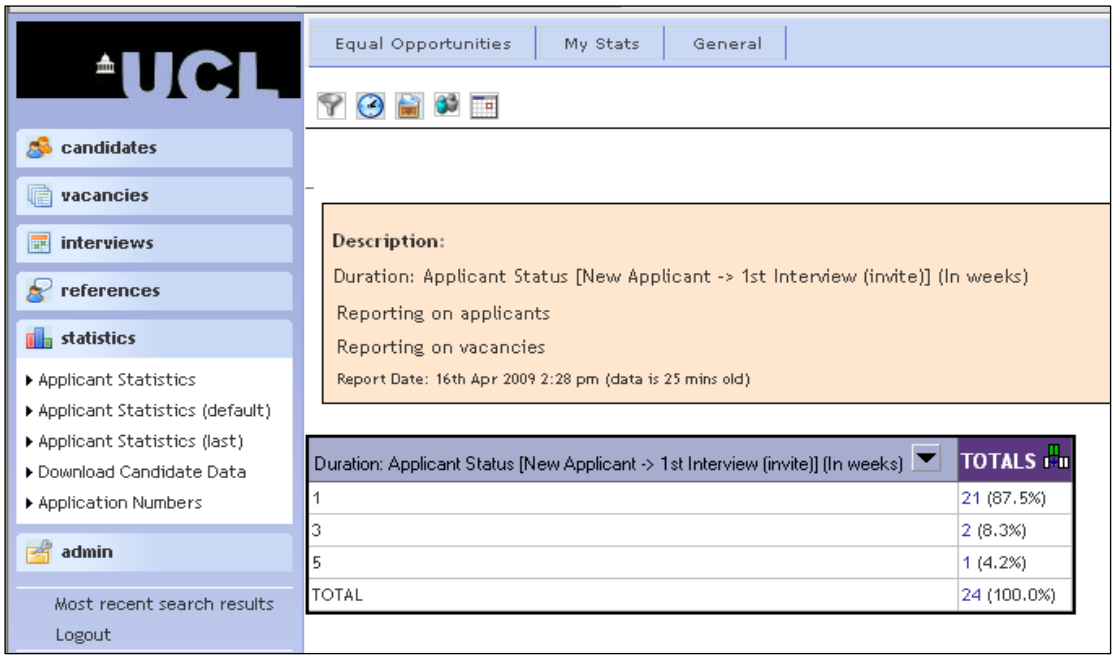


Figure 10.13: Data Field Values selection.

Candidate Pools (Owners)

This option is not for use.

Statuses & Flags

Allows a user to run a report on the 'Statuses & Flags' and will produce a report of number of candidates currently in a particular status (snapshot), or if cumulative is selected, see *figure 10.14*, the (cumulative) report show how many candidates have been at a specific status through the application process. A percentage option for the reporting is also available.

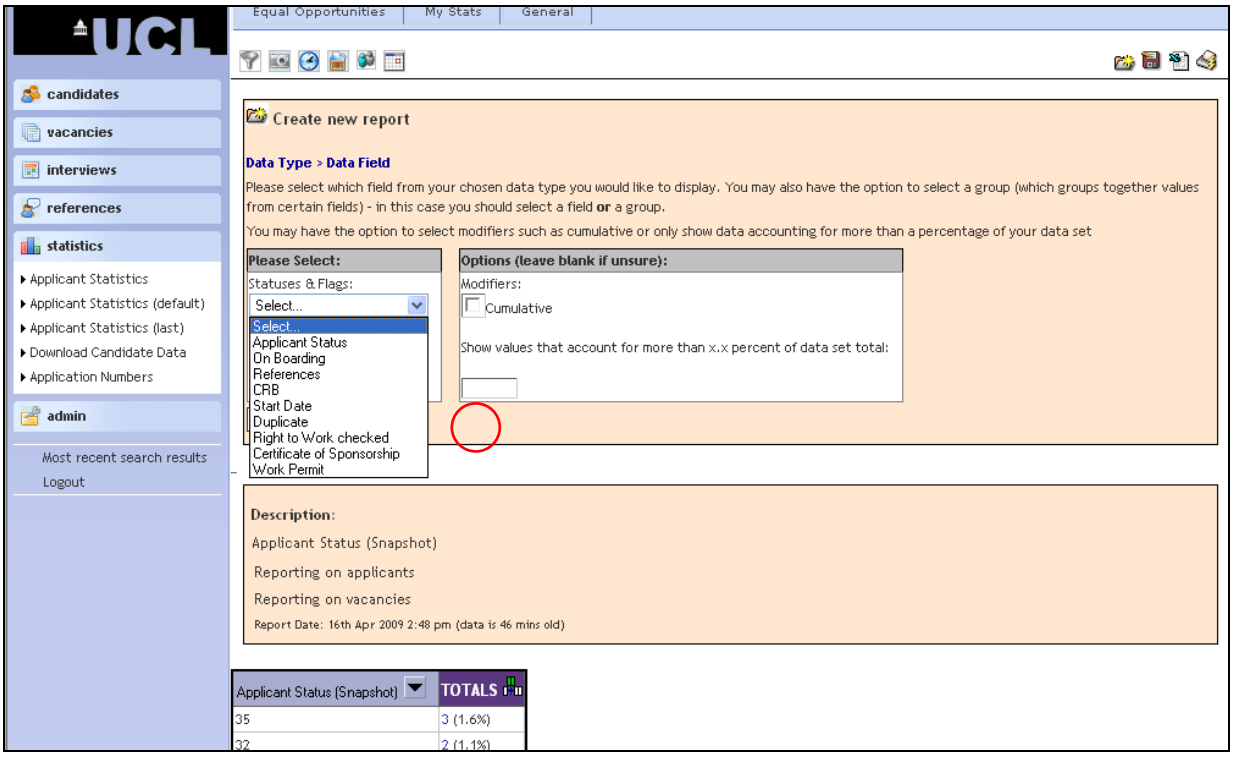


Figure10.14 : Selecting the criteria for the 'Statuses & Flags' report.

Vacancy Data

This report allows the user to obtain statistics by vacancy field as shown in *figure 10.15*. The optional percentage filter can be applied here.

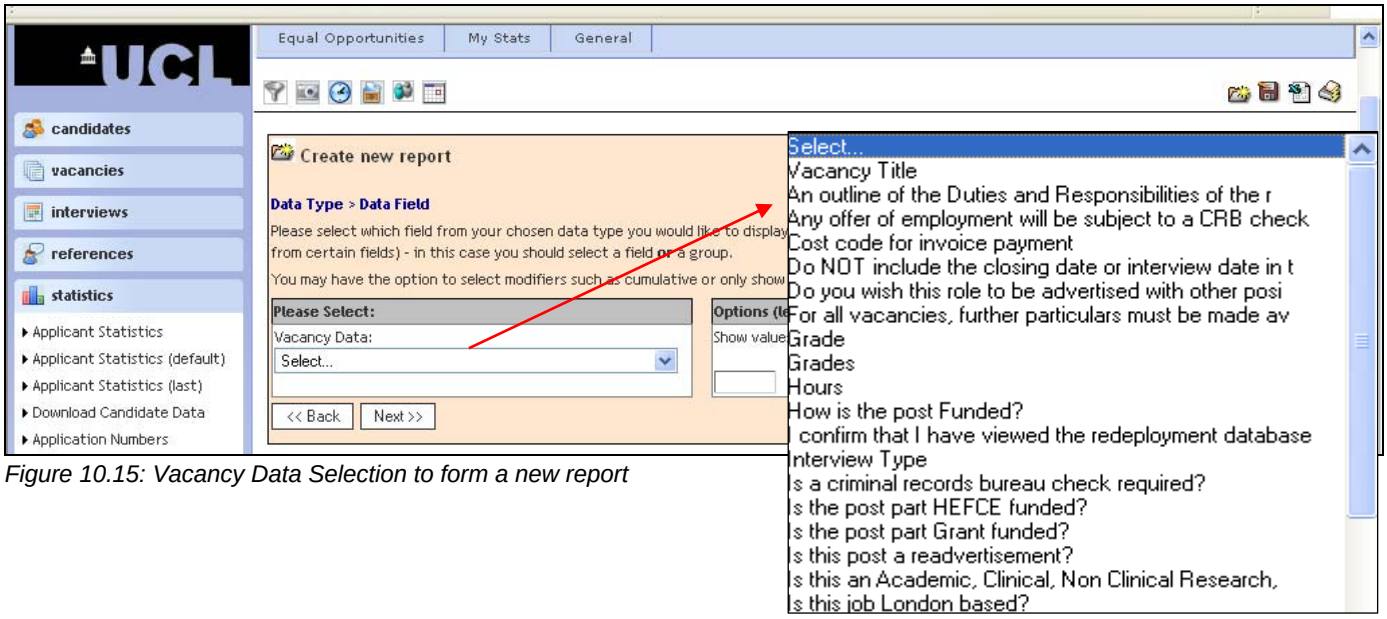

Equal Opportunities
My Stats
General
candidates
vacancies
interviews
references
statistics
Applicant Statistics
Applicant Statistics (default)
Applicant Statistics (last)
Download Candidate Data
Application Numbers
Create new report
Data Type > Data Field
Please select which field from your chosen data type you would like to display
from certain fields) - in this case you should select a field or a group.
You may have the option to select modifiers such as cumulative or only show
Please Select:
Vacancy Data:
Select...
<< Back
Next >>
Select...
Vacancy Title
An outline of the Duties and Responsibilities of the r
Any offer of employment will be subject to a CRB check
Cost code for invoice payment
Do NOT include the closing date or interview date in t
Do you wish this role to be advertised with other posi
For all vacancies, further particulars must be made av
Grade
Grades
Hours
How is the post Funded?
I confirm that I have viewed the redeployment database
Interview Type
Is a criminal records bureau check required?
Is the post part HEFCE funded?
Is the post part Grant funded?
Is this post a readvertisement?
Is this an Academic, Clinical, Non Clinical Research,
Is this job London based?

Figure 10.15: Vacancy Data Selection to form a new report

Saving a New Report

To save a report the user needs to click the icon, circled in *figure 10.16.* The report given in *figure 10.16* is from the 'Application Form Data' report with the data produced from the 'Personal Details: Title' option.

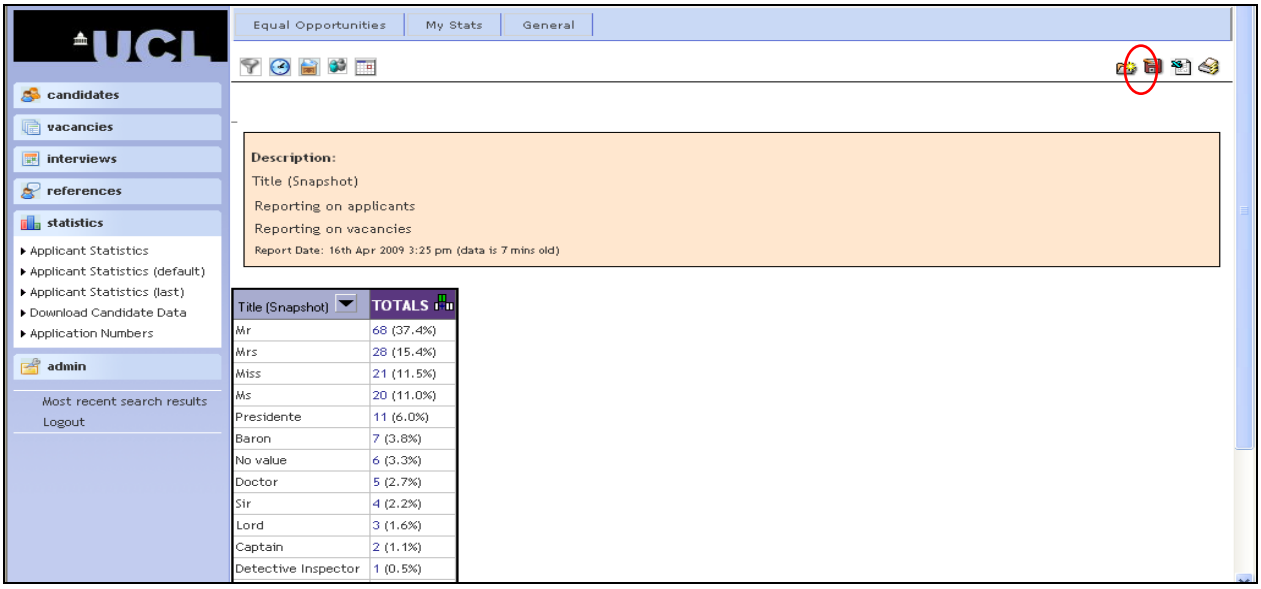


Figure10.16 : Saving a report

The following screen appears allowing the user to save the report under a certain category, see *figure 10.17*. If the user selects 'My Stats' the report will only be visible to the report's creator, otherwise all users will be able to access the saved reports. The user can set and save the report as the default report here.

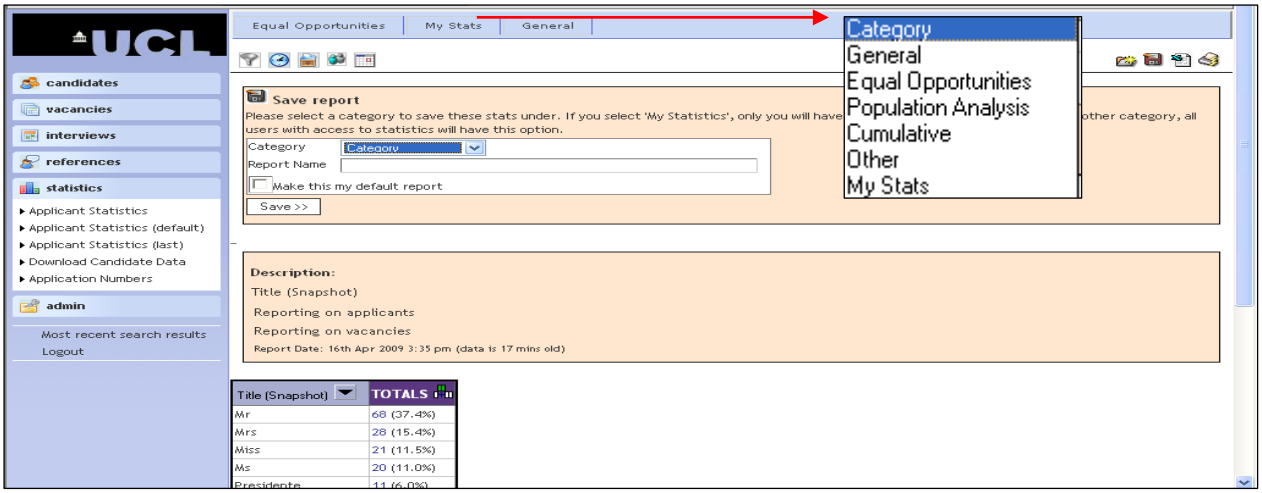


Figure10.17: Categories for saving a report

Exporting and Printing a Report

The system allows the user to export a report as an MS Excel spreadsheet by selecting the icon, and the report can be printed by selecting the icon *(Figure 10.18)*

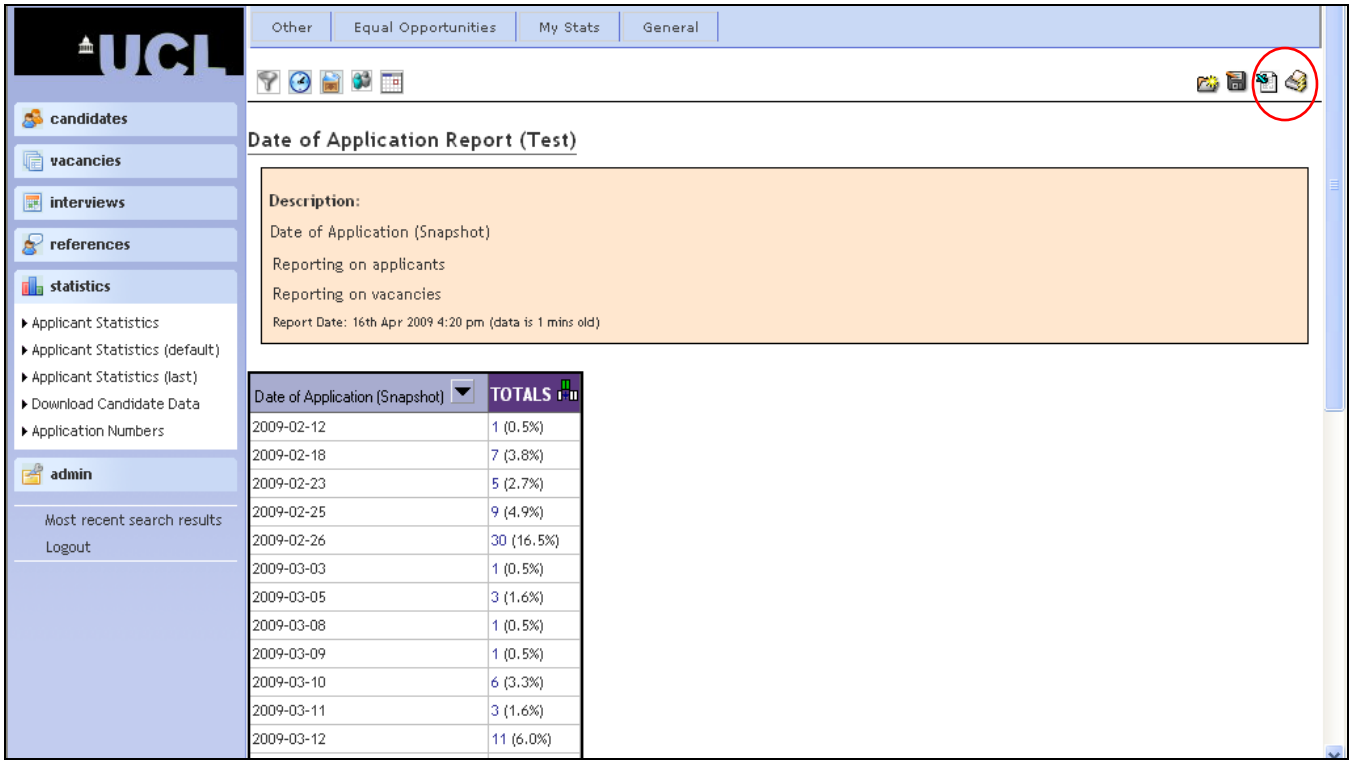


Figure 10.18 : Saving and printing a report

Editing a Report

Expanding a Report

The system allows further data to be added to a report. Figure x shows a report describing the statistics for ‘References’. As an example the user now wishes to add a breakdown of the age ranges of the applicants to the report. This can be done by selecting the icon on the table of the report followed by ‘Insert Column’ from the subsequent list of options. *Figure 10.19* shows the report as a result of adding ‘Age Ranges’. This is accessed by selecting the appropriate ‘Data Type’ and ‘Data Field’.

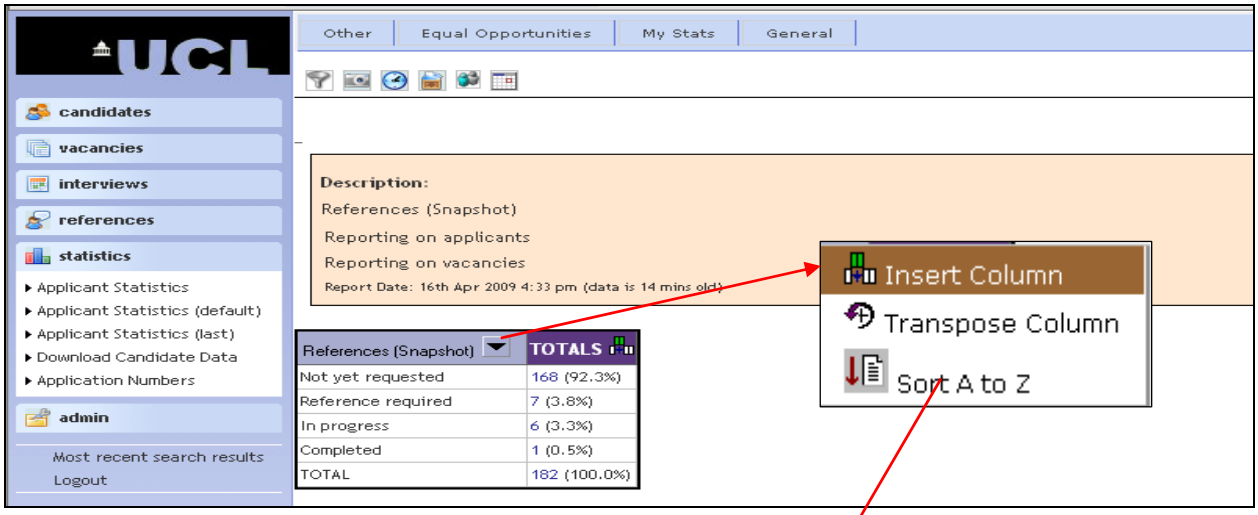
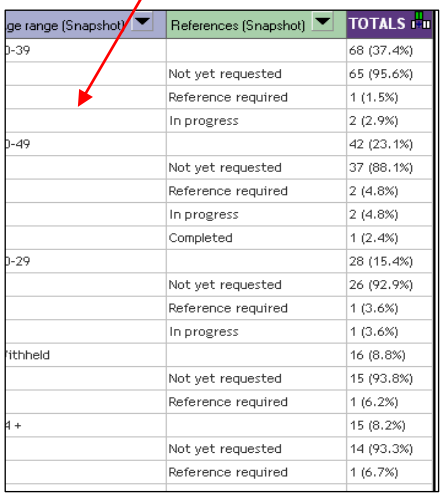


Figure 10.19 : Options available to the Report presentation



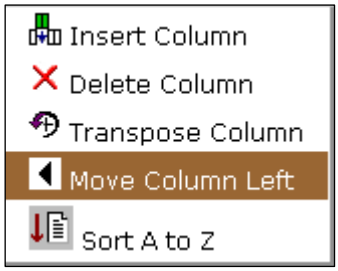


Figure 10.20 : Move columns

As shown in *figure 10.20* above, it is possible to move columns around.

Transposing a Report

This option transfers the vertical data in a column to horizontal viewing. For example, compare *figures 10.21 and 10.22.*

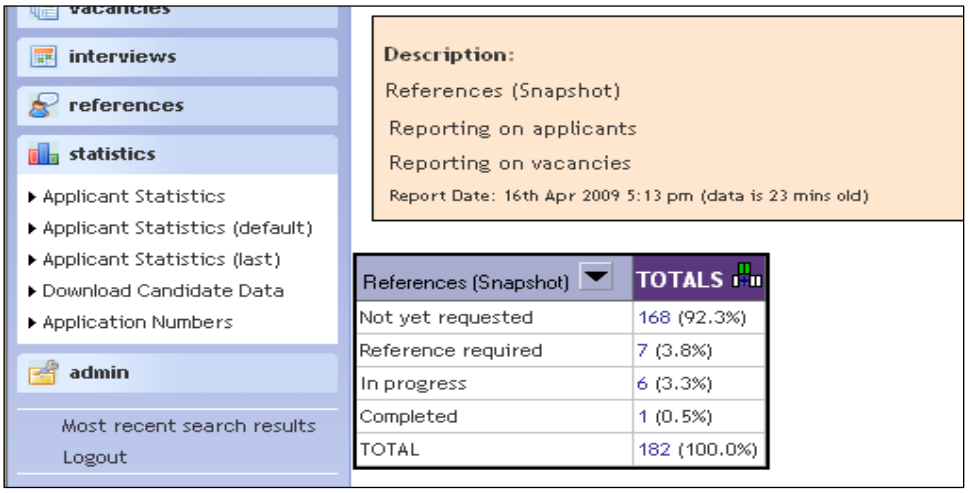


Figure 10.21: A report prior to transposition.

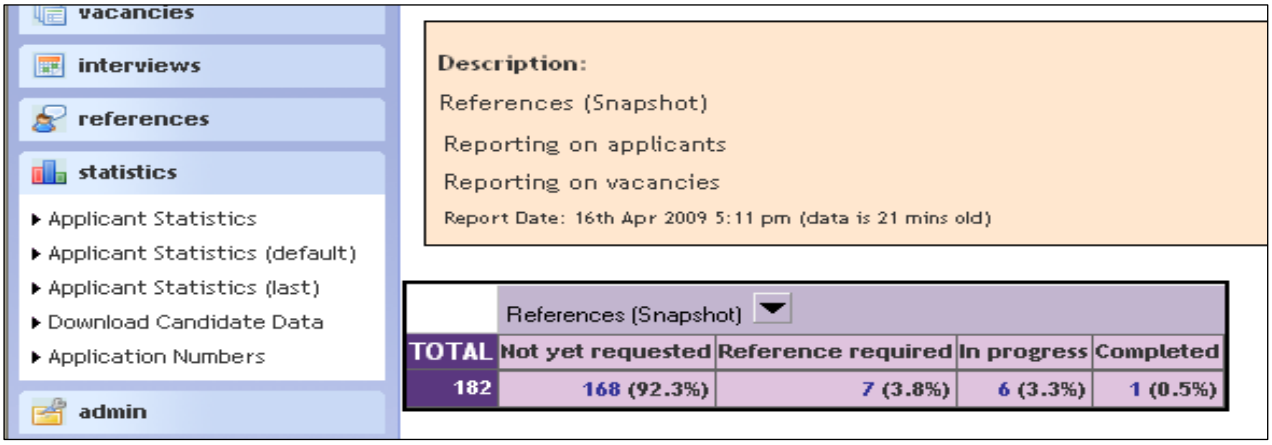


Figure 10.22: The report of figure 10.21 after transposition.

Sorting a Report

This option allows the user to sort the column data alphabetically, compare *figure 10.23* below with *figure 10.22* above.

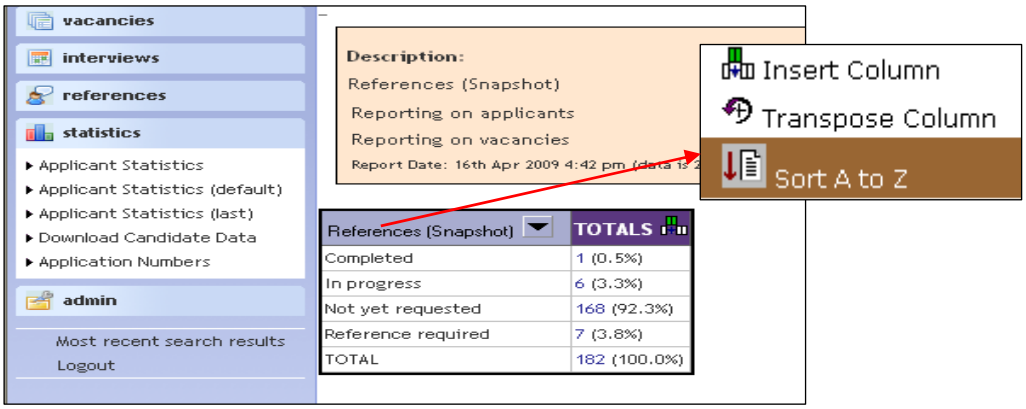


Figure 10.23: The 'References' column sorted by A-Z.

Refining a Report

Filter Option

The filter option icon is located on the toolbar circled (*Figure 10.24)*

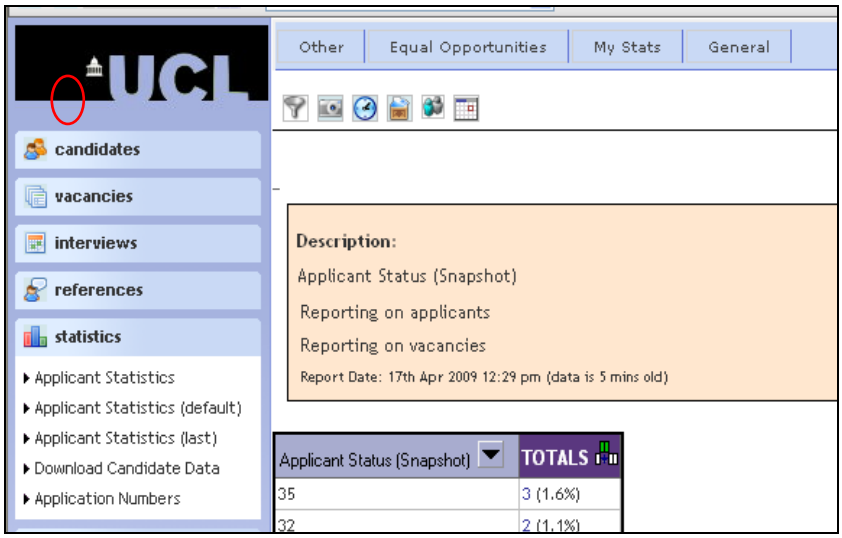


Figure 10.24: Filter option icon

On selecting the filter option the user is presented with a choice of eight options as to the Data Type the user would like to filter on *(Figure 10.25)*

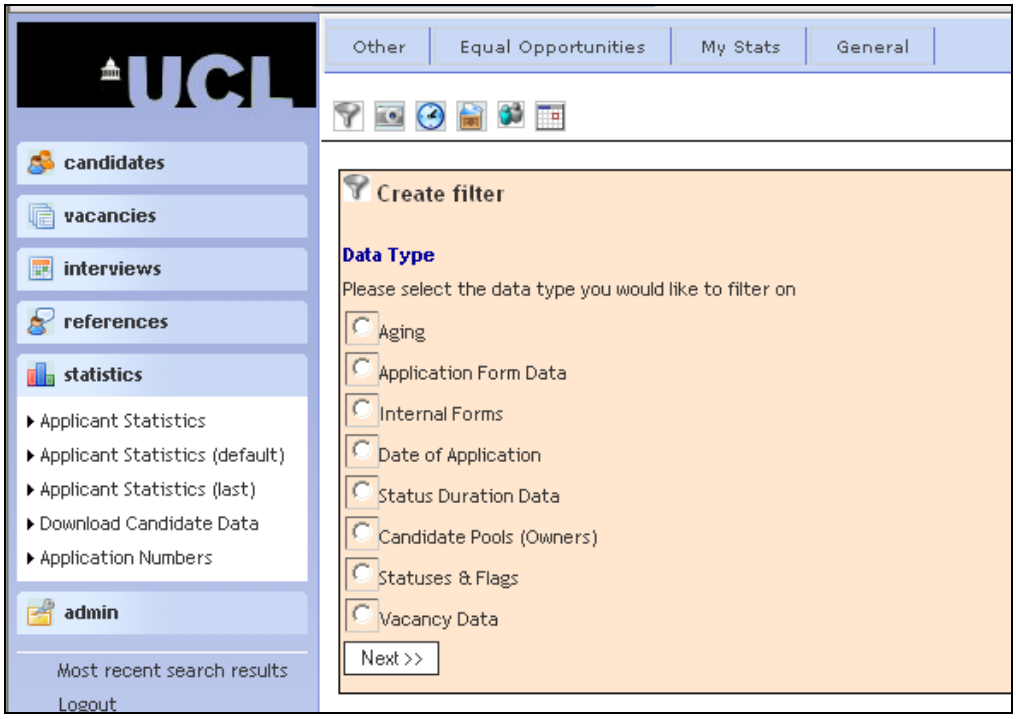


Figure 10.25 : Data Type selection on filtering

The eight options are summarised below with an example of a filtering process given at the end of this section.

- **Aging**
  Allows the user to define the data for a specific field that changes over time, i.e. how long candidates have stayed in one status. The user then able to choose the number of days (range) to apply the filter to

- **Application Form Data**
  This filter option allows the user to filter on the Application Form Data. Guidance is given if a search on more than one field is allowed.

- **Internal Forms**
  This filter option allows the user to filter on the screening and scoring data. Guidance is given if a search on more than one field is allowed.

- **Date of Application**
  This filter option allows the user to filter on the Date of Application. Guidance is given if a search on more than one field is allowed.

- **Status Duration Data**
  This filter option allows the user to filter on the Status Duration Data.

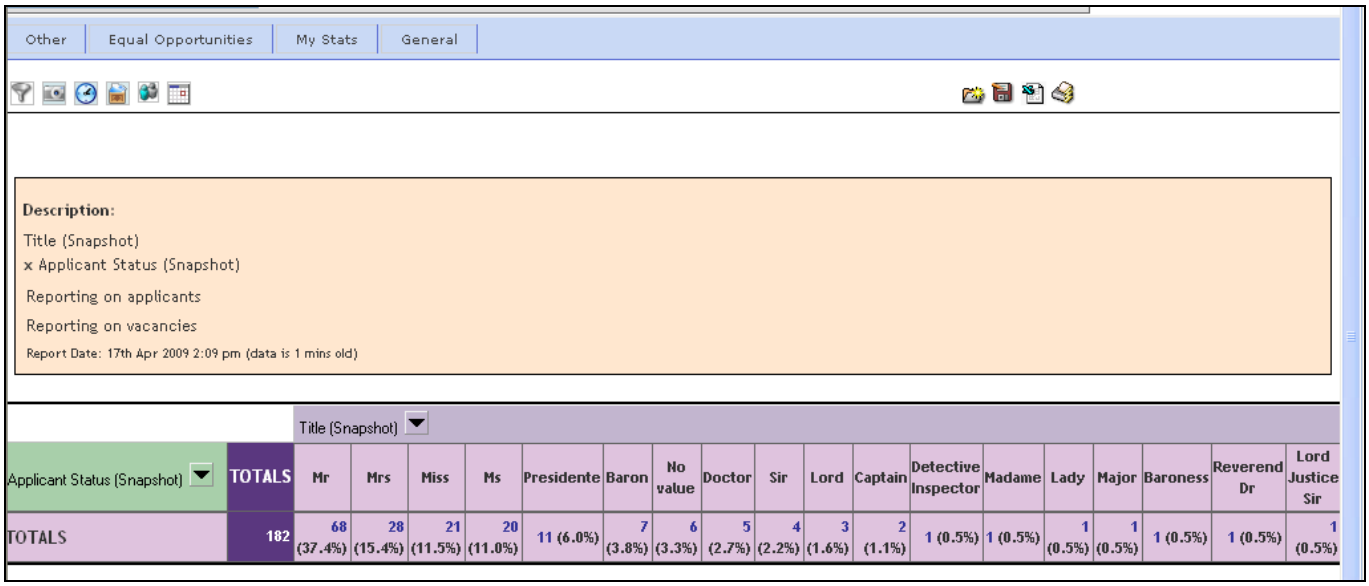
- **Candidate Pools (Owners)**
  This option is not for use.

- **Statuses & Flags**
  This filter option allows the user to filter on the Statuses.

- **Vacancy Data**
  This filter option allows the user to filter on the Vacancy Data fields. Guidance is given if a search on more than one field is allowed.

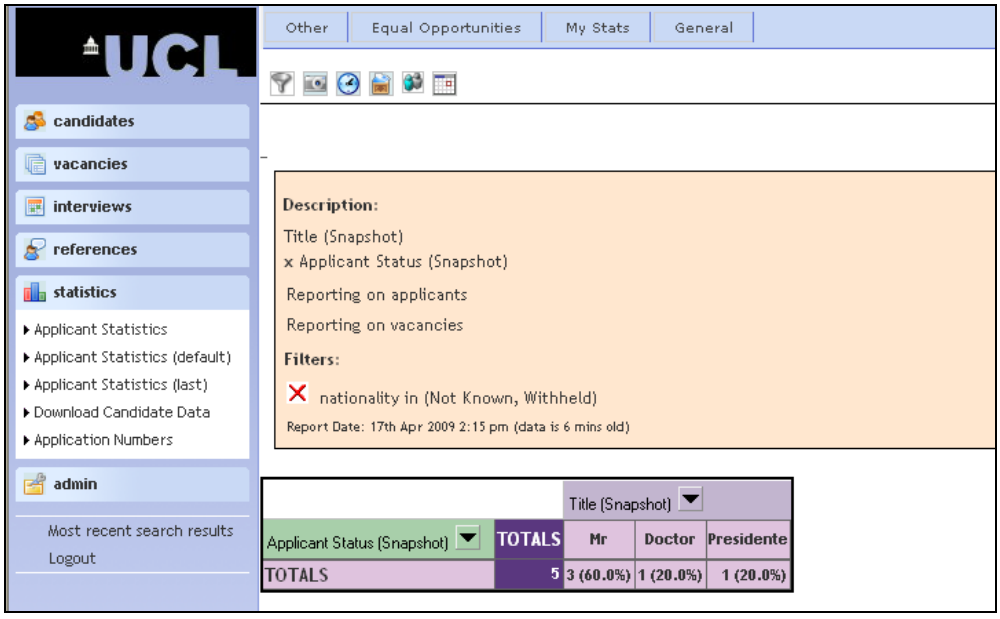
Example:

Figure 10.26 shows a transposed report describing the statistics for applicant's 'Titles' recorded against 'All Applicant Statuses'. By filtering on 'Application Form Data' selecting 'Nationality – Not known and Withheld' the report given in figure 10.27 is generated.



		Title (Snapshot)																	
Applicant Status (Snapshot)	TOTALS	Mr	Mrs	Miss	Ms	Presidente	Baron	No value	Doctor	Sir	Lord	Captain	Detective Inspector	Madame	Lady	Major	Baroness	Reverend Dr	Lord Justice Sir
TOTALS	182	68 (37.4%)	28 (15.4%)	21 (11.5%)	20 (11.0%)	11 (6.0%)	7 (3.8%)	6 (3.3%)	5 (2.7%)	4 (2.2%)	3 (1.6%)	2 (1.1%)	1 (0.5%)	1 (0.5%)	1 (0.5%)	1 (0.5%)	1 (0.5%)	1 (0.5%)	1 (0.5%)

Figure 10.26: Transposed data separating 'Titles' assigned to 'All Applicant Statuses'.



		Title (Snapshot)		
Applicant Status (Snapshot)	TOTALS	Mr	Doctor	Presidente
TOTALS	5	3 (60.0%)	1 (20.0%)	1 (20.0%)

Figure 10.27 : The data of figure 10.26 filtered to show number of applicants for which the Nationality is Not Known or has been Withheld.

Snapshot/Cumulative Option

The function is used to toggle between snapshot and cumulative modes producing two different reports *(Figure 10.28)* These modes show how many candidates are currently (snapshot) in a specific status or how many candidates have been at a specific status in the application process (cumulative).

Cumulative statistics only affect ‘Applicant Status’ statistics as they are the only aging data set.

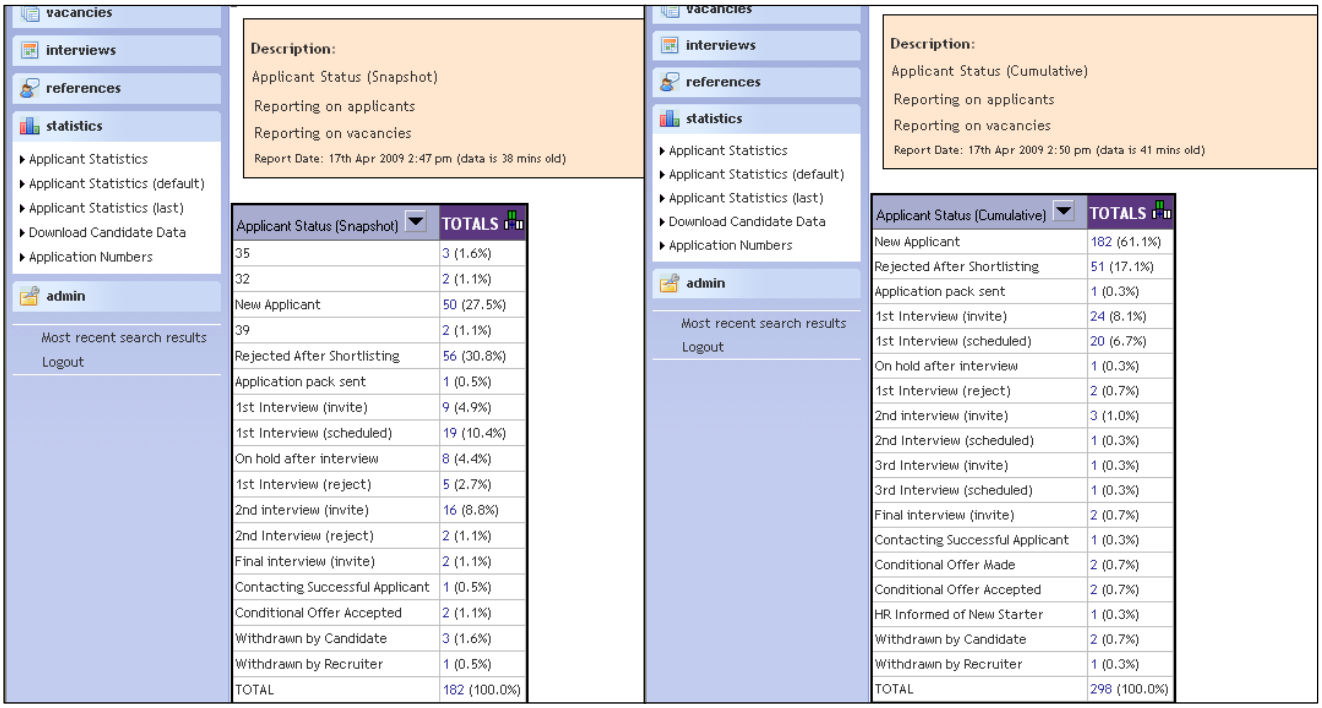

vacancies
interviews
references
statistics
Applicant Statistics
Applicant Statistics (default)
Applicant Statistics (last)
Download Candidate Data
Application Numbers
admin
Most recent search results
Logout
Description:
Applicant Status (Snapshot)
Reporting on applicants
Reporting on vacancies
Report Date: 17th Apr 2009 2:47 pm (data is 38 mins old)
Applicant Status (Snapshot) | TOTALS
35 | 3 (1.6%)
32 | 2 (1.1%)
New Applicant | 50 (27.5%)
39 | 2 (1.1%)
Rejected After Shortlisting | 56 (30.8%)
Application pack sent | 1 (0.5%)
1st Interview (invite) | 9 (4.9%)
1st Interview (scheduled) | 19 (10.4%)
On hold after interview | 8 (4.4%)
1st Interview (reject) | 5 (2.7%)
2nd interview (invite) | 16 (8.8%)
2nd Interview (reject) | 2 (1.1%)
Final interview (invite) | 2 (1.1%)
Contacting Successful Applicant | 1 (0.5%)
Conditional Offer Accepted | 2 (1.1%)
Withdrawn by Candidate | 3 (1.6%)
Withdrawn by Recruiter | 1 (0.5%)
TOTAL | 182 (100.0%)
vacancies
interviews
references
statistics
Applicant Statistics
Applicant Statistics (default)
Applicant Statistics (last)
Download Candidate Data
Application Numbers
admin
Most recent search results
Logout
Description:
Applicant Status (Cumulative)
Reporting on applicants
Reporting on vacancies
Report Date: 17th Apr 2009 2:50 pm (data is 41 mins old)
Applicant Status (Cumulative) | TOTALS
New Applicant | 182 (61.1%)
Rejected After Shortlisting | 51 (17.1%)
Application pack sent | 1 (0.3%)
1st Interview (invite) | 24 (8.1%)
1st Interview (scheduled) | 20 (6.7%)
On hold after interview | 1 (0.3%)
1st Interview (reject) | 2 (0.7%)
2nd interview (invite) | 3 (1.0%)
2nd Interview (scheduled) | 1 (0.3%)
3rd Interview (invite) | 1 (0.3%)
3rd Interview (scheduled) | 1 (0.3%)
Final interview (invite) | 2 (0.7%)
Contacting Successful Applicant | 1 (0.3%)
Conditional Offer Made | 2 (0.7%)
Conditional Offer Accepted | 2 (0.7%)
HR Informed of New Starter | 1 (0.3%)
Withdrawn by Candidate | 2 (0.7%)
Withdrawn by Recruiter | 1 (0.3%)
TOTAL | 298 (100.0%)

Figure 10.28: Same data sets producing two different reports shown as a Snapshot (left) and in Cumulative mode (right).

Date Option

Selecting the Date Option icon allows the user to refine a report to show the statistics at any date and time.

Archive Option

Selecting the Archive Option icon allows the user to include archived vacancies in the report. By clicking the icon again removes the archived vacancies from the report.

Application/Candidate View

Selecting the Application/Candidate view icon allows the user to toggle between viewing candidate and application statistics. *Please note that if a candidate has applied to more than one vacancy their statistical data will appear only once in the Candidate Statistics view.*

Appendix A – Example of UCL Ownership (ROME Hierarchy)

	School of Life & Medical Sciences	Faculty of Biomedical Sciences	Div of Infection & Immunity	Research Department of Immunology	
				Research Department of Infection	
			Div of Medical Education	Academic Centre of Medical Education	
			Div of Medicine	Cardiovascular Medicine	
				Clinical Physiology	
				Inflammation	
				Internal Medicine	
				Metabolism & Experimental Therapeutics	
			Div of Population Health	CHIME	
				Epidemiology & Public Health	
				Infection & Population Health	
				Mental Health Sciences	
				Primary Care & Population Health	
			Div of Research Strategy	Academic Activities	
				R & D Office	
				Research Coordinators	
			Div of Surgery & Interventional Sci	Inst of Orthopaedics & Musculosk Sci	
				Research Department of Urology	
				Research Department of General Surgery	
			Eastman Dental Institute	Biomaterials & Tissue Eng	
				Clinical Research	
				Continuing Professional Development	
				Craniofacial & Development Sciences	
				MaxFac, Diagnostic, Medical & Surg Sci	
				Microbial Diseases	
				Restorative Dental Sciences	
			Inst for Womens Health	Gynaecological Cancer	
				Maternal & Fetal Medicine	
				Neonatology	
				Reproductive Medicine	
			Institute of Child Health	Dept of Gen & Adolescent Paediatrics	ICH - Centre for Nursing & Allied Health
					ICH - Gen & Adolescent Paediatrics Unit
				Dept of Cancer	ICH - Molecular Haem & Cancer Biology
				Dept of Cardiorespiratory Sciences	ICH - Cardiac Unit
					ICH - Portex Anaesthesia
				Dept of Genes, Dev & Disease	ICH - Clinical & Molecular Genetics
					ICH - Medical Molecular Biology Unit
					ICH - Molecular Medicine Unit
					ICH - Nephro-Urology Unit

	Dept of Infection & Immunity	ICH - Immunobiology Unit
		ICH - Infectious Diseases & Microbiology
		ICH - Molecular Immunology Unit
		ICH - Rheumatology Unit
		ICH - Gastroenterology & Autoimmunity
	Dept of Neurosciences & Mental Health	ICH - Behavioural & Brain Sciences
		ICH - Developmental Biology Unit
		ICH - Developmental Cognitive Neurosci
		ICH - Neural Development Unit
		ICH - Neural Plasticity Unit
		ICH - Neurosciences Unit
		ICH - Visual Sciences Unit
		ICH - Radiology & Physics
		ICH - Audiological Medicine
		ICH - Dubowitz Neuromuscular Centre
	Dept of Nutritional & Surgical Science	ICH - Nutrition Unit
		ICH - Surgery Unit
	Dept of Population Health Sciences	ICH - Ctr for International Health & Dev
		ICH - Paediatric Epidemiology Unit
	ICH - General Administration	ICH - Deans Office
		ICH - Accounts
		ICH - Research Grants
		ICH - Courses & Conferences Department
		ICH - Estates & Facilities Department
		ICH - Human Resources
		ICH - Research & Development Department
		ICH - Information Systems Unit
		ICH - Library
		ICH - Medical Illustration
		ICH - Laboratory Management
Institute of Neurology	Brain Repair & Rehabilitation	
	Clinical & Experimental Epilepsy	

			Clinical Neuroscience	
			Imaging Neuroscience	
			IoN - Audio-Visual Centre	
			IoN - Neuroinflammation	
			IoN Administration	
			IoN Computer Unit	
			IoN Library	
			Molecular Neuroscience	
			Motor Neuroscience & Movement Disorders	
			Neurodegenerative Diseases	
			RLW Institute of Neurological Sciences	
		Institute of Ophthalmology	Cell Biology	
			Genetics	
			Institute EM Unit & Imaging SRF	
			Institute Estates	
			Institute Library Services	
			Ocular Biology & Therapeutics	
			Visual Neuroscience	
		Medical School Management	Archway Facilities & General Support	
			Centre for Computing Services	
			Comparative Biology Unit (Hampstead)	
			Cruciform Teaching Facilities Unit	
			Finance	
			Hampstead Facilities & General Support	
			Medical Engineering	
			Medical Illustration	
			Medical Student Administration	
			PDS Tutors	
		The Ear Institute		
		Wolfson Inst & Cancer Inst Admin	Cancer Institute	Research Department of Cancer Biology
				Research Department of Pathology
				Research Department of Haematology
				Research Department of Oncology
				CRUK Cancer Trials Centre
			Wolfson Inst for Biomedical Research	
	Faculty of Life Sciences	Centre for the History of Medicine		
		Div of Biosciences	Cell & Developmental Biology	
			Genetics, Evolution & Environment	UCL Genetics Institute
			Neuroscience, Physiology & Pharmacology	
			Structural & Molecular Biology	
		Div of Psychology & Language Sciences	Clinical, Educational & Hlth Psychology	
			Cognitive, Perceptual & Brain Sciences	

				Developmental Science
				Institute of Cognitive Neuroscience
				Language & Communication
				Linguistics
				Speech, Hearing & Phonetic Sciences
				UCL Interaction Centre
			Faculty of Life Sciences Dissecting Room	
			Gatsby Computational Neuroscience Unit	
			Laboratory for Molecular Cell Biology	
	School of Sciences	Faculty of Engineering Science	Adastral Park	
			Centre for Security & Crime Science	
			Dept of Biochemical Engineering	Advanced Centre for Biochem Engineering
			Dept of Chemical Engineering	
			Dept of Civil, Environ & Geomatic Eng	Centre for Transport Studies
			Dept of Computer Science	
			Dept of Electronic & Electrical Eng	
			Dept of Management Science & Innovation	UCL Advances
			Dept of Mechanical Engineering	Royal Corps of Naval Constructors
				Underwater NDE Centre
			Dept of Medical Phys & Bioengineering	
			Engineering Science Faculty Office	
			Jill Dando Institute of Crime Science	

Appendix B - Standard Email and Letter Templates

New Applicant

(automatically generated by the system when application form submitted)

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

Thank you for applying for the above post at UCL. Please accept this email as acknowledgement of receipt of your application.

We are currently reviewing the applications received and will be in touch, via email, as soon as possible to let you know the result of your application. You can keep track of the progress of your application through the candidate messaging centre at https://static.wcn.co.uk/company/ucl/returning_applicant.html

UCL`s equal opportunities policy is that in the recruitment selection, education and assessment of students and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of programme or course or post.

The requirements being met, no student or employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality (within current legislation), disability, martial status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

Please do not reply to this email as your response will not be acted upon. If you have any queries then please contact the individual named below.

Kind regards

{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

On Hold

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

We are currently reviewing applications in order to determine which applications will be taken to the next stage of the recruitment process. We will be in touch to let you know the status of your application as soon a possible.

Thank you for your continued interest in the vacancy.

Kind Regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Rejected After Shortlisting

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

Thank you for your recent application for the above vacancy.

I regret to inform you that you have not been shortlisted on this occasion, as we have been able to draw on a shortlist of candidates whose experience and skills more closely match the requirements of the vacancy.

However, I do hope you will continue to apply for other posts at UCL for which you feel qualified.

Thank you for your interest and I wish you every success in your future career.

Yours sincerely

{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Invite to 1st Interview

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

Thank you for your recent application for the above vacancy.

I am pleased to inform you that you have been shortlisted and you are invited to attend an interview.

{{RULE.268}}

If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate.

Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications.

If for any reason you cannot attend your interview please contact the individual named at the bottom of the email and type in the subject field "Cannot attend interview".

Yours sincerely,

{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}

Invite to 2nd, 3rd and Final Interview

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

Thank you for your recent application for the above vacancy.

I am pleased to inform you that you are invited to attend a further interview.

{{RULE.268}}

If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate

Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications, if these were not provided at your previous interview.

If for any reason you cannot attend your interview please contact the individual named at the bottom of the email and type in the subject field "Cannot attend interview".

If you have any questions regarding the above please do not hesitate to contact us.

Yours sincerely,

{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}

Rule 268 Wording

Text displayed when Self Schedule

To book yourself for an interview please log in to the Communication Centre using the link below. https://static.wcn.co.uk/company/ucl/returning_applicant.html Please use the "Schedule" link on the left hand menu to select an interview slot.

If you need to reschedule your interview slot, please use the link on the left hand menu to select an alternative interview slot. If the only time displayed if your original slot, this is due to all other slots being full.

Text displayed when departmental schedule

Please contact the departmental contact at the bottom of this email, to arrange a time for the interview.

Once you have agreed a time for the interview, should you need to reschedule your interview slot, please contact us in order to re-arrange this.

Scheduled for 1st Interview (Dept Schedule)

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

Thank you for your recent application for the above vacancy. I am pleased to inform you that you have been shortlisted and are invited to attend an interview as follows:

Date: {{AUTO_INT_DATE}}
Time: {{AUTO_INT_TIME}}

Please note the interview time is in UK time.

If you need to reschedule your interview slot please contact us to re-arrange this.

If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate.

Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications.

If for any reason you cannot attend your interview please contact the individual at the bottom of the email.

If you have any questions regarding the above please do not hesitate to contact us.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}

Rule 268 Wording

Text displayed when Self Schedule

To book yourself for an interview please log in to the Communication Centre using the link below. https://static.wcn.co.uk/company/ucl/returning_applicant.html
Please use the "Schedule" link on the left hand menu to select an interview slot.

If you need to reschedule your interview slot, please use the link on the left hand menu to select an alternative interview slot. If the only time displayed if your original slot, this is due to all other slots being full.

Text displayed when departmental schedule

Please contact the departmental contact at the bottom of this email, to arrange a time for the interview.

Once you have agreed a time for the interview, should you need to reschedule your interview slot, please contact us in order to re-arrange this.

Scheduled for 2nd, 3rd and Final Interview (Dept Schedule)

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

I am pleased to inform you that you are invited to attend a further interview for the above vacancy, as follows:

Date: {{AUTO_INT_DATE}}
Time: {{AUTO_INT_TIME}}

Please note the interview time is in UK time.

If you need to reschedule your interview slot please contact us to re-arrange this.

If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate.

Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications, if these were not provided at a previous interview.

If for any reason you cannot attend your interview please contact the individual at the bottom of the email.

If you have any questions regarding the above please do not hesitate to contact us.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}

Scheduled for 1st Interview (Self Schedule)

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}},{{VAC.vac_xtra5041178.132_5041178}}

Thank you for selecting your preferred time for your interview for the above vacancy. The details are:

Date: {{AUTO_INT_DATE}}
Time: {{AUTO_INT_TIME}}

Please note the interview time is in UK time.

If you need to reschedule your interview slot, please log in to the Communication Centre using the link below. https://static.wcn.co.uk/company/ucl/returning_applicant.html
Please use the "Schedule" link on the left hand menu to select an interview slot. If the only time displayed if your original slot, this is due to all other slots being full.

If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate.

Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications.

If for any reason you cannot attend your interview please contact the individual at the bottom of the email.

If you have any questions regarding the above please do not hesitate to contact us.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}

Scheduled for 2nd, 3rd and Final Interview (Self Schedule)

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

Thank you for selecting your preferred time for your further interview for the above vacancy. The details are:

Date: {{AUTO_INT_DATE}}
Time: {{AUTO_INT_TIME}}

Please note the interview time is in UK time.

If you need to reschedule your interview slot, please log in to the Communication Centre using the link below. https://static.wcn.co.uk/company/ucl/returning_applicant.html

Please use the "Schedule" link on the left hand menu to select an interview slot. If the only time displayed if your original slot, this is due to all other slots being full.

If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate.

Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications, if these were not provided at a previous interview.

If for any reason you cannot attend your interview please contact the individual at the bottom of the email.

If you have any questions regarding the above please do not hesitate to contact us.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}

On Hold After Interview

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

Thank you for taking part in the interview. We are considering your responses and will get back to you shortly to advise you if you have been successful at this stage.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Rejection After 1st , 2nd, 3rd and Final Interview

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

Thank you for attending an interview for the above position.

I regret to inform you that after careful consideration you have been unsuccessful on this occasion.

Thank you for your interest in this post. I hope you will soon be successful in finding a suitable position.

Yours sincerely
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Contacting Successful Applicant

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}},{{VAC.vac_xtra5041178.3_5041178}}

We are currently trying to contact you to discuss your application for the above post. Please contact us as soon as possible.

We look forward to hearing from you.

Please do not reply to this email as your response will not be acted upon.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}

Conditional Offer Made

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

Further to our previous correspondence, a conditional offer of employment has been made. Any offer of employment is subject to receipt of satisfactory employment checks.

Please ensure that your personal details are still the same and amend them where different by clicking on the left hand link called `Edit Personal Details`.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}

Conditional Offer Accepted

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

Thank you for confirming your acceptance of the vacancy. This offer is subject to receipt of satisfactory employment checks. You will receive a contract from Human Resources in due course.

We look forward to you joining UCL.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}

Conditional Offer Rejected

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

A conditional offer of employment was made to you in connection with the the above post. However you chose not to accept the post and we confirm that the offer is now rescinded.

Please do not reply to this email as your response will not be acted upon. If you have any queries then please contact the individual named below.

Thank you for your interest in the above vacancy and I wish you every success in your future career.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.69_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Offer Rescinded

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

A conditional offer of employment was made to you in connection with the above post. However the offer of the post has been rescinded.

Please do not reply to this email as your response will not be acted upon. If you have any queries then please contact {{VAC.vac_xtra5041178.5_5041178}} on {{VAC.vac_xtra5041178.132_5041178}}.

We wish you well in the future.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Reference Request

(Attach the reference request form as a separate document)

Dear ^^ST_TABLE.4196.firstname^^ ^^ST_TABLE.4196.lastname^^

Re: ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.firstname^^ ^^ST_TABLE.4.lastname^^

The above-named is being considered for the post of {{VAC.vacfirm.vactitle}} and has indicated that you would be willing to provide a reference. I should therefore be most grateful if you would confirm for me:

- title and service dates at your organisation
- employment relationship to you as a referee
- sickness/absence record over the last 24 months
- reason(s) for leaving your employ (where applicable)

I am attaching a job description and person specification for the post of {{VAC.vacfirm.vactitle}}. I would be grateful if you would comment on the above name's suitability for the post, and provide any other relevant information.

Any information you can give will be treated in the strictest confidence.

May I take this opportunity of thanking you in advance for any help you are able to give; your prompt reply would be much appreciated.

Kind regards

{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Reference – Chase Candidate

(Attach the reference request form as a separate document)

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

We are still awaiting references from one or more of your referees.

Confirmation of your appointment will be subject to the receipt of satisfactory references.

We would therefore be grateful if you could chase your referees to ensure that these are received.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Reference Reminder

Dear ^^ST_TABLE.4196.firstname^^ ^^ST_TABLE.4196.lastname^^,

Re: ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.firstname^^ ^^ST_TABLE.4.lastname^^

Further to my previous request, I am writing to chase a reference for the above named person who is being considered for the post of {{VAC.vacfirm.vactitle}} and has indicated that you would be willing to provide a reference. I should therefore be most grateful if you would confirm for me:

- title and service dates at your organisation
- employment relationship to you as a referee
- sickness/absence record over the last 24 months
- reason(s) for leaving your employ (where applicable)

I am attaching a job description and person specification for the post of {{VAC.vacfirm.vactitle}}. I would be grateful if you would comment on the above name's suitability for the post, and provide any other relevant information.

Any information you can give will be treated in the strictest confidence.

May I take this opportunity of thanking you in advance for any help you are able to give; your prompt reply would be much appreciated.

Yours sincerely

{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Withdrawn by Candidate

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

We acknowledge that you have withdrawn from the application process. Thank you for informing us.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Withdrawn by Recruiter

Dear ^^ST_TABLE.4.iso_county1^^ ^^ST_TABLE.4.lastname^^

Application for: {{VAC.vacfirm.vactitle}}, {{VAC.vac_xtra5041178.132_5041178}}

We are sorry to have to inform you, that due to unforeseen circumstances, we have had to withdraw the above post and your application will not be taken any further. We sincerely regret having to take this course of action and thank you for your interest in this post.

Please do not reply to this email as your response will not be acted upon. If you have any queries regarding this please do not hesitate to contact us.

Kind regards
{{VAC.vac_xtra5041178.5_5041178}}
{{VAC.vac_xtra5041178.132_5041178}}

Application Centre Messages

These messages appear on the candidate communication centre which is visible when a candidate logs in to the system to track the status of their application. The messages are updated as the candidate is moved through the relevant status'.

Candidate Status	Application Centre Message
Invite to interview	Thank you for your recent application for the vacancy. I am pleased to inform you that you have been shortlisted and you are invited to attend an interview. {{RULE.269}} If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate. Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications. We look forward to seeing you at the interview. UCL

Scheduled for interview	Your interview date and time have been scheduled and the details appear below. If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate. Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications. Please check your email inbox for confirmation of your interview. We look forward to seeing you at the interview. UCL
Application unsuccessful	We regret to inform you that you have not been shortlisted on this occasion, as we have been able to draw on shortlist of candidates whose experience and skills more closely match the requirements of the vacancy. However, we do hope you will continue to apply for other posts at UCL for which you feel qualified. Thank you your interest and we wish you every success in your future career. UCL

Invite to further interview	Thank you for your recent application for the above vacancy. I am pleased to inform you that you are invited to attend a further interview. {{RULE.269}} If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate. Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications, if these were not provided at a previous interview. We look forward to seeing you at the interview. UCL
Scheduled for further interview	Your further interview has been scheduled and the details appear below. If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate. Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications, if these were not provided at a previous interview. Please check your email inbox for confirmation of your interview. We look forward to seeing again. UCL

Application unsuccessful	We regret to inform you that you have not been succesful on this occasion, as we have been able to draw on candidates whose experience and skills more closely match the requirements of the vacancy. However, we do hope you will continue to apply for other posts at UCL for which you feel qualified. Thank you your interest and we wish you every success in your future career. UCL
Invite to further interview *See bottom of page for an explanation of the wording included within 'RULE 269'*	Thank you for your recent application for the above vacancy. I am pleased to inform you that you are invited to attend a further interview. {{RULE.269}} If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate. Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications, if these were not provided at a previous interview. We look forward to seeing you at the interview. UCL

Scheduled for further interview	Your further interview has been scheduled and the details appear below. If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate. Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications, if these were not provided at a previous interview. Please check your email inbox for confirmation of your interview. We look forward to seeing again. UCL
Application unsuccessful	We regret to inform you that you have not been succesful on this occasion, as we have been able to draw on candidates whose experience and skills more closely match the requirements of the vacancy. However, we do hope you will continue to apply for other posts at UCL for which you feel qualified. Thank you your interest and we wish you every success in your future career. UCL

Invite to further interview *See bottom of page for an explanation of the wording included within 'RULE 268'*	Thank you for your recent application for the above vacancy. I am pleased to inform you that you are invited to attend a further interview. {{RULE.268}} If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate. Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications, if these were not provided at a previous interview. We look forward to seeing you at the interview. UCL
Scheduled for final Interview	Your further interview has been scheduled and the details appear below. If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need. We are requesting this information to make the process as equitable as possible for each candidate. Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications, if these were not provided at a previous interview. Please check your email inbox for confirmation of your interview. We look forward to seeing again. UCL

Application unsuccessful	We regret to inform you that you have not been succesful on this occasion, as we have been able to draw on candidates whose experience and skills more closely match the requirements of the vacancy. However, we do hope you will continue to apply for other posts at UCL for which you feel qualified. Thank you your interest and we wish you every success in your future career. UCL
Contacting you following your interview	We are currently trying to contact you to discuss your application for the above post and would be grateful if you could contact us. Please ensure that your personal details are still the same and amend them where different by clicking on the left-hand link called 'Edit Personal Details'. We look forward to hearing from you. UCL
Conditional offer made	Further to our previous correspondence, a conditional offer of employment has been made. Any offer of employment is subject to receipt of satisfactory employment checks. Please ensure that your personal details are still the same and amend them where different by clicking on the left hand link called `Edit Personal Details`. UCL
Offer rejected	A conditional offer of employment was made to you in connection with the the above post. However you chose not to accept the post and we confirm that the offer is now rescinded. Thank you for your interest in the above vacancy and I wish you every success in your future career. UCL

Offer accepted	Thank you for confirming your acceptance of the vacancy. This offer is subject to receipt of satisfactory employment checks. You will receive a contract from Human Resources in due course. We look forward to you joining UCL. UCL
Offer rescinded	A conditional offer of employment was made to you in connection with the above post. However the offer of the post has been rescinded. We wish you well in the future. UCL

RULE 269 Wording

Text displayed when Self Schedule To book yourself for an interview, please use the "Schedule" link on the left hand menu to select an interview slot. If you need to reschedule your interview slot, please use the link on the left hand menu to select an alternative interview slot. If the only time displayed if your original slot, this is due to all other slots being full. To book yourself for an interview, please use the "Schedule" link on the left hand menu to select an interview slot.
Text displayed when departmental schedule Please contact us to arrange a suitable time for the interview.

Version History

Version	Description	Name	Release Date
1.00	Released	HR Process	21/05/2009
1.01	Released	HR Process	22/07/2009
1.02	Released	HR Process	29/10/2009